

University of Wales: Trinity Saint David

Student: Shariful Islam Shazal

Student Number: 1711804

Title: EMPLOYABILITY SKILLS IN WORKPLACE

Name of the Module:

Academic and Employability Skills (BMSK4001-LON)

Name of Lecturer: Anita Nan

February 2018

Name of the course: Certificate of Higher Education in Skills for Workplace.

Table of Contents

Introduction.....	3
The relevant employability skills.....	4
1. Job Description	4
2. Job/Person Specification.....	6
3. Proper media of job circular	7
Conclusion	8
References.....	9

Introduction

There are several organisations available in the current business era. Some of the organisations are very experienced in their sectors where some of them are newly established. The past trends of the business world suggest that different sectors were in their pick of business in different times. For instance the current business environment is highly tech based. Whatever the time or business dynamism every organisation try their best to survive. That's why the organisations want to hire the best and potential employees who have the ability to lead the organisations. This is the origination point where the employers felt that they need to hire peoples who have minimum skills and abilities to serve their organisations. After that the organisations defined the skills and abilities they want from their employees and recruit employees based on those skills and abilities. At the same time the organisation also needs to identify the skills that are required from it so that it can create job opportunity. In the next portion of the paper a detailed discussion will be available based on the available and future skills that are required to hire professionals and the whole discussion will be done from the viewpoint of an employer.

The relevant employability skills

According to Pettersen and Durivage (2008) to recruit employees' employer must have some skills and in the business world those skills are very significant for every organisation for getting competent employees. Basically three major skills are required for recruiting employees such as Job description, Job specification and a media for advertising the circular. Now the detailed discussion of these factors is given below.

1. Job Description

According to Williams and Reid, (2011) employers always expect to recruit the most competent persons for the organisation and to find the most competent person persons for the job this particular job description carries immense significance. Actually job description is a written document that is generated from the internal decisions of the organisation mentioning the skills, responsibilities, job requirements, duties etc.

As job description is very important for the employers to find and recruit the competent employees every employer is very much careful in preparing job description. Mader & Clark, (2013) suggested that while preparing a job description the organisation needs to be very conscious because if the job description is not expressing the relevant skills and requirements of the post then a lot of irrelevant and less skilled or people who have skills for other job may apply for the post and the selection system may be hampered for that reason. That's why in most of the cases employers follow an organised process for preparing the job descriptions and organisation needs this job description frequently as lots of employees are required for operating the organisation properly.

While preparing the job description some basic steps should be followed so that the job description become a quality one and serve the purpose of the organisation. In the beginning of the job description a well relevant job title should be mentioned in the starting portion of the document. In this sector a small description of the job title or post will be given so that the job seeking persons can easily understand what types of peoples are preferred by the organisation. According to Pettersen and Durivage (2008) after the small description of the requirements the organisation needs to mention the other relevant issues that are must for the applicants. In this sector the organisation firstly needs to summarise the job roles that should be played by the

recruited employees in a paragraph. After the summary of the job roles the job duties and responsibilities for the newly recruited employees should be mentioned in detail. That means each and every duties and responsibilities that are to be played should be mentioned. Now the duties and responsibilities are clear to the participants who want the job and they will be willing to know the requirements and qualification that are relevant to the job. That's why now the company needs to add the requirements and qualifications that are preferred by the organisation. In this section employers present the educational requirements and past work experiences mostly. So following these issues a proper and quality job description can be prepared easily. Now a job description is written below for the post of an Accounting Assistant as an example.

Job Title: Account Assistant

XXS company ltd. is happily declaring that the company is going to recruit 5 account assistants who have multitasking and excellent communication ability. Account assistants will have to work under the account department of the company and will have to perform the roles of data input, process, ledger prepare, budget prepare, transaction record and reporting to the higher authority. The candidates should be well qualified in book keeping and candidates with past experience in the same sector will have preferences.

In order to become an accounts related professional candidates should have the knowledge of basic accounting principles and issues and a good command over Microsoft office, tally is necessary too.

Job responsibilities

- Supporting the accounts department of the company
- Performing the general works of the office like data input, process, ledger prepare, budget prepare, transaction record, phone answering and reporting
- Establish communication with the customers through email, phone, fax etc.
- Process transactions, issue cheques etc.
- Supporting the auditors in the audit period

Job requirements

- The candidate should have a bachelor degree in the relevant field from any well reputed university of the country
- At least 1 year's working experience in the same field

- Should have good command over Microsoft office, tally, QuickBooks etc.
- Should have well efficient time management skills and strong interpersonal communication skills
- Should be familiar with the basic accounting issues
- Should have the mentality of a professional and strong ethical behaviour is expected by the company
- Multitasking, and self-motivated persons are encouraged
- Should be honest, hardworking and dedicated for the company
- Should have a strong commitment towards the company

2. Job/Person Specification

Job specification is basically the statement where the company mentions the qualities and skills from the applying candidates that are required for completing the job responsibilities. Job specification mainly helps the candidates to understand whether they are fit for the job and if they are not fit they should not apply that helps the selection procedure of the company. With the help of job specification the employer and the recruiting team understands what qualities are must for the candidates to select them for the company. According to Mandell, (2007) a well written job specification clearly mentions the qualities and skills a person must have to be recruited for the post and thus peoples who have lacking do not apply and so the company's recruiting team needs to deal only with the relevant candidates. That's why job specification helps a lot to reduce the time wastages in the recruitment process and select the competent persons easily. As job specification specifically mentions the qualities and skills that must for the job it helps to recruit the most competent person for the company.

Job specification nothing but a portion of job description actually that includes the educational and others qualification, past working experiences, available skills, job responsibilities and duties, personal characteristics etc. That means when a candidate fulfills all these requirement of the company only then he can apply for the job otherwise his job application will not be evaluated by the company. Sessa and Campbell, (1997) argues that the major purpose of the job specification is to reduce the irrelevant and incompetent applications of jobs and reduce the time

lag in the recruitment process of the company. A job specification is given below for the post of Account Assistant as an example.

Job Specification: Account Assistant

XXS company ltd. is happily declaring that the company is going to recruit 5 account assistants who have multitasking and excellent communication ability.

In order to become an accounts related professional candidates should have the knowledge of basic accounting principles and issues and a good command over Microsoft office, tally is necessary too. The following job specified information must be available.

Job responsibilities

- Supporting the accounts department of the company
- Performing the general works of the office like data input, process, ledger prepare, budget prepare, transaction record, phone answering and reporting
- Establish communication with the customers through email, phone, fax etc.
- Process transactions, issue cheques etc.
- Supporting the auditors in the audit period

Job requirements

- The candidate should have a bachelor degree in the relevant field from any well reputed university of the country
- At least 1 year's working experience in the same field
- Should have good command over Microsoft office, tally, QuickBooks etc.
- Should have well efficient time management skills and strong interpersonal communication skills

3. Proper media of job circular

In order to recruit employees for the organisation job description and job specification are not the only driving factors. According to Twyford and Watson, (2008) company must have active media to advertise the jobs so that job seeking persons can know about the recruitment and competent applicants can apply for the jobs. Generally the job seekers search different media for the recruitment advertisements and that's why every organisation is conscious of advertising

their jobs in those medias. At the current time most of the peoples have internet coverage and thus internet advertisement has been the most popular job advertisement media now. Almost every company uses the online job applications so that job seekers can easily apply for the jobs. Along with internet newspaper and magazines are also good media where the company can advertise its jobs for getting the maximum exposure from the unemployed persons and find out the most competent employees.

These circular medias basically helps the organisation to advertise the jobs in such a way that maximum numbers of peoples can know about the job and big numbers of skilled persons apply for the job. When the application is big the company has more options to select and getting the most competent ones.

Conclusion

In order to recruit employees the employer should have some competencies. Job description, job/person specification and proper advertisement are the most relevant skills the employers need to recruit employees. Employers always expect to recruit the most competent persons for the organisation and to find the most competent person persons for the job this particular job description carries immense significance. Actually job description is a written document that is generated from the internal decisions of the organisation mentioning the skills, responsibilities, job requirements, duties etc. As job description is very important for the employers to find and recruit the competent employees every employer is very much careful in preparing job description.

Job specification nothing but a portion of job description actually that includes the educational and others qualification, past working experiences, available skills, job responsibilities and duties, personal characteristics etc. A well written job specification clearly mentions the qualities and skills a person must have to be recruited for the post and thus peoples who have lacking do not apply and so the company's recruiting team needs to deal only with the relevant candidates. That's why job specification helps a lot to reduce the time wastages in the recruitment process and select the competent persons easily.

References

- Anon, 2001. *Job selection, job search, job success*. [Oklahoma City]: Oklahoma Dept. of Human Services.
- Anon, 2005. *How to prepare a job evaluation job description*. Oxford: Working Time Analysts.
- Mader-Clark, M., 2013. *The job description handbook*. Berkeley, CA: Nolo.
- Mandell, M., 2007. *The selection process*. Bombay: D.B. Taraporevala.
- Pettersen, N. and Durivage, A., 2008. *The structured interview*. Québec [Québec]: Presses de l'Université du Québec.
- Sessa, V. and Campbell, R., 1997. *Selection at the top*. Greensboro, N.C.: Center for Creative Leadership.
- Twyford, K. and Watson, T., 2008. *Integrated Team Working*. Jessica Kingsley Publishers.
- Williams, K. and Reid, M., 2011. *Time management*. New York, NY: Palgrave Macmillan.