

Employability

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Module title: Employability

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Within recruitment and selection processes, explain the purpose of a job description and personal specification:

The job description is very important because there you will find the purpose of the job and the responsibilities. The job description outlines the qualities and the abilities that will be required for this job. This way, any applicant is aware of what they must do if they take the job and so they know if they are eligible for the job or not. It makes the recruitment process much more easier. Every company who is hiring must have an accurate job description to ensure that they can find the right person at the right time with the necessary skills for the job. In case the job description is out-of-date(because some jobs are starting to have more responsibilities than in the past) or does not exist the recruitment process becomes very slow and costly. The company might even have to face legal issues. Accurate and up-to-date job descriptions will limit your company liability, job descriptions have been successfully used by employees against their former employers in recent litigations. Fair Labor and Standards Act leave the companies vulnerable to lawsuits.

Person specification is diverted from the job description and it is used as the basis of the selection process. It allows you to assess each candidate fairly and objectively, enables you to compare candidates against each other therefore making the recruitment process more efficient. It can be used to advertise a job and makes the selection process much easier because both the employer and the applicant is aware of what skills you need to do this job.

While doing the person specification the candidates should follow one of the two person specifications schemes. Rodgers seven-point plan from 1952 and Munro Fraser's five-point plan from 1954 are the most widely used schemes to make a personal specification. The personal specification should contain a basic personal description, any skills relevant for the job that you are applying for, knowledge, any experience, education and special requirements. There are 3 practices if used properly you can have an best-written person specification. Job requirements are specific and measurable. The information must be specific and should not contain verbs like "to know how to..." "to understand..." , "to appreciate..." should be avoided because they are not specific. Instead you can use specific words like "at least one year's experience of leading teams" , "an ability to meet deadlines" or "a detailed knowledge of programming" these terms can be measured and are more precise. Job criteria are fair, relevant and justifiable. You should contain fair, relevant and justifiable criteria. Qualifications should not be asked for unless there is an entry level for the job. Try to look past the work experience because skills can be acquired outside work and make sure you don't equate qualifications with skills. Use the phrase "or equivalent" when specifying qualifications as some similar qualifications had been obtained

abroad or in a different method. Each requirement is classified as essential or desirable. Essential criteria are the minimum requirements and desirable criteria are an extra, the basis for selection. When you write down the essential criteria make sure you don't write too many or too few, a norm of seven to ten should be right. If you follow these guidelines the selection process is as scientific as it can be and you have a high chance of finding the best candidate for the job.

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Courses undertaken in London: Health and Safety | Food and Hygiene |

Level 4 skills for the workplace degree from University of Wales Trinity Saint David

Personal Statement

"I am a hardworking and reliable team member with a determined and enthusiastic approach to all tasks which I carry out with an unvarying level of professionalism".

My key strengths include:

- A capacity to work under pressure and flourish in challenging environments.
- Dedication to achieving and maintaining the highest standards.
- Obtaining good results through confident decision making.
- Planning and organization.

Loch fyne seafood and grill started in 2016-present as a kitchen assistant I worked myself up to becoming a senior chef de party. My role in the kitchen team during the quieter weekdays is to make sure we deliver the best dishes available on our menus and prepping for the busy weekend days. During the weekend I usually float around between hot starters and cold

starters or on what section I am instructed to work or help out. Also, regular duties as ordering, counting stock, paperwork and helping with the specials we have. For about 2 months I was the only senior chef in the kitchen team due to our head chef and sous chef left for better opportunities. During this period I managed the kitchen and the rest of the kitchen staff.

Interests, activities and languages

Video games, reading, football and rock music

Languages

Romanian (Mother Tongue)

English (Advanced/ fluent)

German (Basic)

Computing Skills

Microsoft word

Microsoft excel

Windows movie maker

Photoshop

References are available on request.

From your personal experience and applying the STAR model, write a statement for each competency that you have selected (200 – 250 words for each competency)

Select 2 competencies from this list: • Team working • Problem Solving • Decision Making • Time Management

Team working

I am currently working as a senior chef de partie at Loch Fyne seafood and grill and last September when I came back from holiday I found the kitchen team seriously crippled by the departure of our head chef and sous chef, at that point I was the only full time senior chef in the kitchen. It would take at least one month until we will have a new head chef and the manager expected me to take over the kitchen team until the company will hire a new head chef. With no previous training I accepted the task but I was not sure I would see it thru. With the help of one of the more experienced chefs I learned the ordering system and the stock take system and very shortly the ordering was done every day very efficiently because i was familiar with the volume of customers we have every week and therefor knew what and when to order. The hard part was making the rest of the team members' respect and trusts me. To gain there respect I always treated them equally and make sure that the manager dose not try to discipline them whenever they made a mistake, I wanted to show them that I was responsible for every dish that leaves this kitchen and I will take the blame for their mistakes. During one very busy evening I managed to step up and organize the team and the kitchen very good, when they realized that service time is half way thru and we are on time with every table they were impressed. At the end of the day we had no complains no delays and every customer left the restaurant with a smile on his face and a full belly. It was a huge achievement for me and my team and the most important thing was from that moment we started working more efficiently as a team.

Decision making

Since I moved to the UK I always lived in a shared house and managed to befriend everyone in the flat or house I was living, but my last experience left a bitter taste in my mouth. I was living with 6 other people in a 5 bedroom flat and everything was perfect, we all go along just fine until one of the guys left the flat and a new person moved in. We adopted a stray cat but apparently the new tenant doesn't like cats and sow we had to keep the cat outside. He was very rude with all of us and he was not a very clean person. After months of arguing and complains to the agency with no result I took the decision to leave that flat but I did not wanted

to separate from two of the guys who I became good friends with. We could not afford to rent a flat just the 3 of us and we were afraid we would not find a place in the area we all wanted to be close to work for every one of us because some of us are working in central London others in other places like Loughton or Chingford, at that point I asked the other two guys if they want to move with us. One of them agreed and after just one month we managed to find a very nice and affordable flat in the same area. Now we are still living together in a nice flat with nice people, friendly and happy atmosphere cat included and I think this was one of the best decisions I have made.

Reference:

The Person Specification - Recruitment and Selection 2018

<http://www.managetrainlearn.com/article/how-do-your-candidates-see-you/>

Managetrainlearn.com

www.employerflexible.com The Importance of Accurate Job Descriptions