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Requirements of The Job

Ranulfo P. Payos
Ernesto G. Espinosa
Orlando S. Zorilla

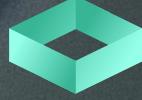


2.1 The Right Person for the Right Job



As Mr. Chua's grocery business expands into a mini-supermarket, he now needs a professional accountant, preferably a CPA, instead of a bookkeeper. The accountant should prepare financial statements, ensure tax and labor law compliance, and handle government requirements. Aside from strong accounting knowledge and computer skills (hard skills), the accountant must also have soft skills to perform effectively and support the growing business.





2.2 Difference Between Hard Skills and Soft Skills

- Hard skills are technical abilities based on IQ and logic that follow fixed rules and are learned through education and training. Soft skills are people- and emotion-based abilities that rely on EQ, change depending on situations, and are developed through experience. Both are important for career success.



2.3 SOFT SKILLS ARE CORE INDIVIDUAL COMPETENCIES

- Core competencies are the key strengths that drive a company's growth and competitive advantage by aligning people's abilities with business performance.

2.4 DIFINTION OF JOB COMPETENCY

- Job competency is an employee's ability to perform a job effectively using the right knowledge, skills, abilities, and attitudes. Core competencies are the most important behaviors that support excellent performance and help organizations achieve their goals.

2.5 THE ICEBERG THEORY

The Iceberg Theory shows that hard skills are visible and easy to verify, but soft skills—like attitude, values, and communication—lie beneath the surface. For hiring, Mr. Chua must assess both to ensure the candidate can perform well and fit the job.

2.6 LEVELS OF PROFICIENCY IN JOB COMPETENCY

Competency-based management helps companies assess and develop employees' skills, from basic knowledge to mastery, using training and coaching to close gaps and improve performance.

2.7 PERSONAL VALUE

Values are deeply held beliefs that guide behavior and shape a company's culture. Companies create core values from their vision and mission and share them with all employees to unify actions and attitudes. Examples include excellence, customer focus, integrity, teamwork, and creativity/innovation. When management models these values, they become ingrained in the company's culture and influence employee behavior.

2.8 FILIPINO VALUES

Filipino values focus on social harmony, respect, and concern for others, with workers needing flexibility to balance traditional and Western-influenced norms in different situations.

Thank You