

# EET Assignment

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## 1. Introduction



**Figure: Logo Code Red Company**

Code Red is a full-stack technical services firm specializing in artificial intelligence (AI), data engineering, and product production. Code Red provides world-class software solutions at the lowest possible cost while maximizing the use of existing resources. The goal of Code Red is to raise client awareness of new technology and to create new job opportunities because of this technology. The Company is not hesitant to take on new challenges and is eager to learn new technologies to solve the most challenging problems for its clients.

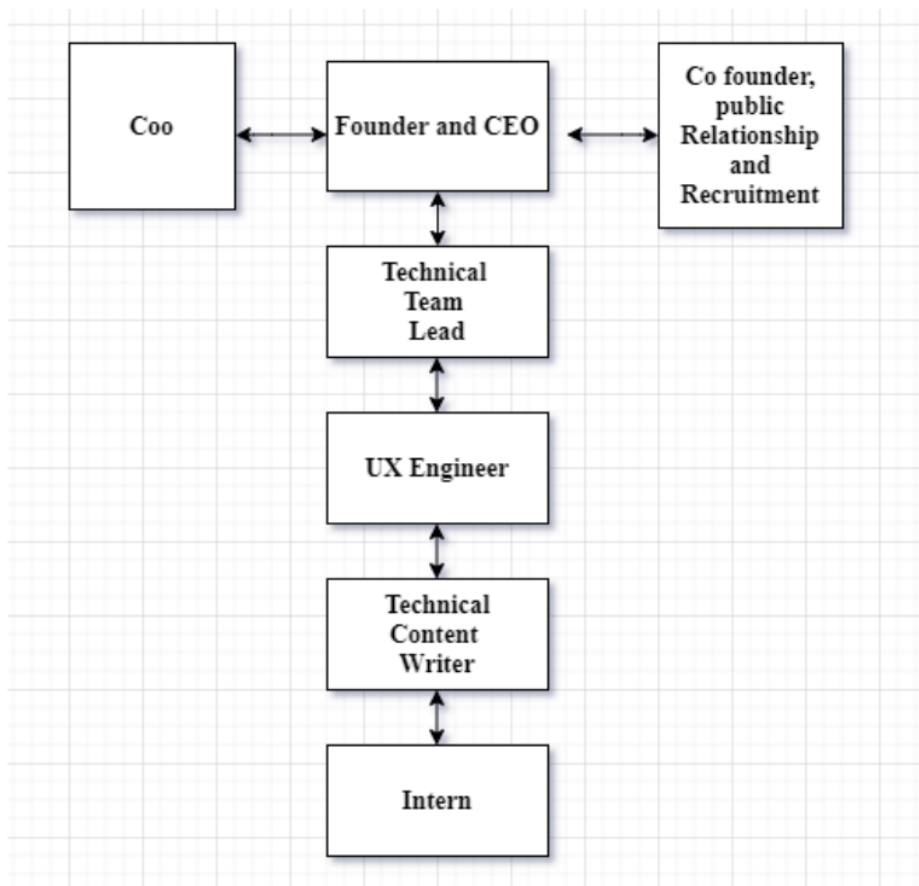
Code Red distributes world-class software solutions at the lowest possible cost while maximizing the use of available resources. The goal of Code Red is to raise client awareness of new technology and to create new job opportunities because of this technology. It is a large outsourcing company with around 150 people. Its services are related to software. Code Red works in several fields such as java, ruby on rails, Python, DevOps, IOS, and so on. It possesses an exceptional ecosystem of experienced technology leaders and engineers.

Continual learning, integrity, and ownership have been the company's guiding principles since its inception. In keeping with its core beliefs, Code Red has consistently delivered on its promises to clients. Code Red is dedicated to creating software that is easy to use for its users. As of 2018, Code Red has gained the trust of more than 100 consumers around the world since its establishment.

## 1.1 Organizational Chart

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An organizational chart is a graphic that depicts a company's internal structure by outlining the roles, responsibilities, and connections between employees. It explains a wide range of company relationships and behavioural practices. Based on their distinct processes, the organizational chart varies from company to company.



**Fig: Organizational Chart of Code Red Company**

## 2. Employees Hiring Trends

The procedure of finding a suitable applicant in an organization is known as hiring trends. Depending on the circumstances both paid and unpaid post can be used. Organizations adopt a variety of distinct practices base on their organizational practices. The organizational procedures of our Code Red Company follow four distinct trends.

### 2.1 Recruitment on Social Media basis

To find an appropriate applicant for the perfect position, LinkedIn, Twitter, and email have become standard practices. Employees and employers build a strong working connection in

this program that is perfect for hiring. LinkedIn is a skillful business networking site. If a Company wants to know about an individual behavior and how they work on success LinkedIn profile is required. Each profile is cross-checked, allowing for a variety of insights about the individual past and current situation. From this technique, it is simple to know an individual own like and dislike. It delivers quick and cost-benefit analyses and professional way to screen profiles. Therefore, checking the person's profile on social media can be an easy method to appoint on their preference position like Manager, Engineer etc.

## 2.2 Interpersonal Skills and Softs Skills

Interpersonal abilities are those skills which are used to co-operate or communicate with people effectively. This term is very essential in business world to work with other employees (Traver, 2021). Some of the examples of interpersonal skills are listening, communication skills including with attitude. Similarly, soft skills are character qualities that describes a relation which a person is having with others (Kenton,2021). In general word soft skills can be also called attitude. For hiring the employees for a certain company/post interpersonal and soft skills are the major key point to evaluate the attitude, interaction, and communication skills through interview. Code Red Company conducts an interview for the evaluation and determination of interpersonal skills and soft skills of the hiring employee.

### 2.2.1. Interview

Interview is a face-to-face communication method between the interviewer and interviewee with the intension to get the desired response (Dessler, 2021). It is the best way to determine the interpersonal and soft skills from their answering techniques and behavior during the interview. Code Red conducts a behavioral interview for the determination of the interpersonal skills, soft skills and performance that the interviewee performs in their previous jobs/company which can help to predict the future activities they will perform and behave with other employees in Code Red Company. For this Code Red conducts a face-to-face interview and on online meeting platform for 20 minutes.

### 2.2.2 Types of Interviews

Three types of interviews were followed by the Code Red which are:

- a. Structured Interview:** In structured interview, created set of interview questions are asked in same order by which the answers can be placed in same categories.
- b. Semi- Structured Interview:** In semi-structured interview, some formal questions with more open-ended question are asked.
- c. Unstructured Interview:** In unstructured interview, some informal questions and open-ended questions are asked.

Hence, during the selection of the employee it is important to rely on interpersonal and soft skills not only the skills related to their company because being an employee it is more important to maintain relationship and show proper behavior during the working hours.

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### 2.3. Reviewing their social backgrounds

Crime and Criminal Information System (CCIS) has been keeping records of crimes related to national crimes and criminals for decades. (IGI Global, 2021) The company requests a police report during the recruiting process to verify the candidate's history of criminal activity. It is vital to analyze the candidate's work history before accepting him or her for the position. It is essential to ensure that the applicant has not been involved in any significant crimes.

It is also necessary to ensure that they are not involved in a criminal offence and that they have not been accused of being involved in an indecent assault or sexual assault. The Company must ensure that the candidate is honest and obedient in his work. The background check is necessary to ensure that the candidate is not a threat to the organization or society. CCIS may be used by the company to investigate the candidate's criminal record. An applicant will be excluded from participating in the general procedure if they have a criminal record.

### 2.4 Participation in Extra-curricular activities

Extra-curriculum activities play a major role in an individual's recruitment. The organization supports its employees to pursue their interests and considers the additional knowledge and skills while hiring them. It is better to have a few extra-curriculum soft skills because it will help the candidate to participate actively in certain areas. The candidate must add such skills



to their resume. Some soft skills like communication skills, interpersonal skills, understanding the colleague's thoughts and viewpoints, and expanding the network of his/her joyfulness and coordination are very essential to have in the employee's nature. In contrast, the extra-curriculum activities can be totally distinct from the profession. Code Red Company always gives an opportunity to new candidates who are extremely deserving for the job. By participation of employees in the additional activities, the company can be able to examine the individual's behavior and mentality so that they can guide them accordingly. Personnel can build their overall personality and enhance self-Esteem by having such creative skills and passion for their work.

## 2.5 Organization Behavior

OB (Organization Behavior) is the learning of the behavior of peoples in an organization environment. Its principle is applied to improve the efficiency of cooperation between organization and their employees. It is possible to apply organizational behavior principles to a wide of work situations. In addition, it can be used to boost employee satisfaction and motivate employees. It can also be used to improve leadership, understand decision-making, and facilitate better team collaboration across departments. Individual and behavior in organization is studied and applied. It accomplishes this by adopting a system viewpoint. People and organization relationship are interpreted from the perspective of the whole person, group or organization as well as a whole social system. achieving organizational, human and social objectives is its purpose.

Learning about organizational behavior is a major hiring trend in the industry, as we discovered in this workshop. Our research on the organization is essential before we attend an interview or send a CV. The norms, values and ethics of the organization should be studied so that we can make appropriate changes in our own behaviour and attitude.

## 2.6 Employee Benefits

Employee benefits denotes the <sup>3</sup>indirect, non-cash or financial remuneration provided to an employee in addition to his or her normal income or wages with various services by the organization. It is also known as fringe or perks benefits. In the organization, every employee expects some certain things that are above from his/her income or wages which is normal. But

it is an important part of the organization to fulfill the needs and expectations of employees which leads them to motivate in their jobs. It also helps to achieving organization's goals and objectives. Now a days employee benefits are taken as important tool for improvement in bottom-line of the organization. Code red company takes employee as equally important as organization. So, Code red company focuses on fulfilling the needs and expectations of the employee. Code red company provides health insurance on certain criteria and disability insurance. Code red company also include vacation, sick leave, bonus, salary increment, transit benefit allowance and other, to their employees as an employee benefit. Code red company also share their profit among the employees when a company made high profit. In conclusion employee benefits helps company to achieve organizational goal in the specific time by motivating the employees to get the work done.

### 3. Project Outcomes

The focus of the study was the current employment trends in the IT industry workshop to assist us in understanding current organizational trends and practices in background industry. The workshop served as a powerful motivator for leaning on and various aspects of the real world.

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#### 3.1 Raise Awareness on the Anatomy of Good Cover Letter and Resume

Cover letters are required in today's organizations. Our research revealed that a cover letter is a document submitted with a resume that includes relevant information about the applicant's education, recognition, and experience. When we are looking for work, it is utilized to explain or confirm the resume or attachment. A cover letter is usually attached as a separate file, but our email can also be used as one. When sending a cover letter, make sure it is compatible with all platforms, including mobile, web, and desktop. You must be specific and to the point in your cover letter's subject. This means that we must keep our subject brief and use specific keywords that describe who we are as individuals. Candidate's communication skills are explained in the cover letter; his/her achievements, qualifications, and experiences are explained in the resume.

### 3.2 Current Hiring trends of Companies

As we all know, everything evolves with time. The hiring or recruitment process are also evolving with time. Every organization has its own hiring trends, and we must keep up with those trends. If we do not follow existing trends, there will be a huge increase in human resource rejection at the beginning. Technology has enabled a new generation of recruiters to develop. Recruiters are continuously on the lookout for ways to improve the recruitment process. Recruiters expect their employees to be able to identify the appropriate applicant quickly and efficiently. These days, social media is playing a vital role in the recruitment process. Recruitment agencies today recruit people by seeing their social media portfolios and pick out the candidates with the most impressive social media profiles and invite them for an appointment or meeting. Job openings are posted on social media by recruiters and interested applicants can apply for the position. According to a research conducted by the students of Stanford university <sup>1</sup> tells us that over 75% of job applicants explore the company's history, reputation, and organizational culture before applying. In addition, the candidate's experience is crucial in the recruitment process. Comparatively, the candidate with the most experience has a higher likelihood of being selected. Applicants should showcase their experience and talent in such a way that, they can divert the recruiters from other competitors out there applying for the same job.

In addition, this project gives us an idea on how to develop teamwork skills, budget management, time management and other management skills. Some of our benefits include interpersonal skills, presentation abilities, and project management abilities,

## 4.0 Critical Analysis

Critical analysis is a technique of systematically assessing the efficiency of any subjective matter. It brings together a precise framework and dependable detail screening and assessment for professional argumentation. There are some elements in this endeavor that we find critically analyzed.

### 4.1. Analysis of Current Employment Trends of Code Red Company

The current trends implemented by the firm are satisfactory, since these trends are known in most organizations, according to our research and surveys. The manner they evaluate the candidates' letters, abstracts and other curriculum is very hands-on and acceptable. Social media also play an important function in searching for the applicant's improved portfolio. This is the key approach to search for a job applicant because it saves time and money. Social media, on the other hand, is also the ideal place to advertise jobs. In relying on cover letter and abstract trends, the behavioural pattern is defined in essential parts and the worth of the applicants to the company is added. These characteristics illuminate a personal examination of the achievements of the individual. The cover letter is also a professional and perfect technique, which gives your personal identity a unique match. Never send cover letters or abstracts in zip or RAR format since the files may not be suitable for mobile devices.

### 4.2. Analysis on Social Background review

The most typical procedure in the organization is to be hired in a highly specified job. The variety of race, religion and gender also provides for social acceptability standing inside the organization following criminal historical examination. Employees establish diverse aims and might achieve complex goals that lead to unsocialized conduct. The way that we engage with criminal history tests may save time, resources and is a fantastic way of learning the personal behaviour of individuals. Person recruiting in a criminal environment cannot escape his own state of mind, which in his/her employment, frauds and crimes can lead to unviability problems. There is always registered proof of any act of criminality. These proofs are important for employing staffs.

## 5. Conclusion

In Conclusion, our group had conducted a workshop on the topic of “Current Employment Trends”. Code Red Company provides a quality learning platform for newcomers in the field of information technology and other software related programs. In this workshop we discuss and cover the following topics – Employees and the current trends related to them, resume and CV writing, interview code and conducts and some other related content. We had gained information on the existing trends of employment of different companies. The workshop was very effective. We have also learned to manage time which is an important asset. This session taught us to how to collaborate and work in a team. We asked the volunteer to express through opinions and views related to the workshop conducted. They express their views by saying that it was a great session, very effective and impressive. The company representatives said that it will build a professional relation between the institute and the corporates, which is an opportunity for the students to excel in their careers.

# EET Assignment

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