

UNIT – III (Employment Process - I)

Features of today's work place :

- **Globalization** - The world is a global village and globalization and its effects are seen in the workplace.
- **Technology driven** - The workplace is technology driven. Entire activities of workplace is run or driven by technology.
- **Cultural diversity** – Multi-cultural and Cross-cultural diversities are found at any work place.
- **Information Overload** - There is too much of information and as a worker you have to sift through lot of this information to find out and to work with that which you need.
- **Teams And Work Groups** - Most of the workplaces are project driven are run by projects working as teams. It is an era of deregulation and downsizing shareholder activism, mergers and acquisitions.
- **Flexible Employment** - Either the companies are keeping the set of employees for only the tenure of the project completion or the employees themselves are interested in changing the workplace or the companies where they are employed with time and again in a career which is full of career shifts and career changes.

Requirements of today's employers

If we are able to see into the mind of the employer we can suitably tailor ourself.

- **Flexibility and Adaptability** - The first is employers are looking for persons who are flexible as well as adaptable, who is able to adjust with different kinds of work places and work people or the team members. Somebody who is like a one size fits all, one person who can do all kinds of roles.
- **Lifelong Learning** - Employers are also looking for people who are engaged in lifelong learning; offline course to increase their academic credentials.
- **Teamwork Skills** - The employers are looking for somebody who is able to work in a team when inducted. GDs is very important because through the GD the employer gets a glimpse or at a glance version of you.
- **Strong work records** - The employer is also interested in strong work records. small sketchy periods of work requirement or work record in academic and professional career will show weak work records.
- **Leadership Capabilities** - Everybody wants the leader, the employers do not want the employee to be a loser, all want leadership qualities to be displayed at the workplace.
- **Diversified Skills** – The employers expect employees to have multiple skills such as a hard core competency in Computer Science /Information Technology, as well as minors in Financial Management and courses in humanities and social sciences plus a piano player plus be fluent in Spanish or French or German or Russian.
- **Varied Experiences** - The employers are looking for varied experiences in different work portfolios.
- **Multicultural And International Awareness** – Employees may have to work at various locations during their career; the employer requires multicultural and international awareness from perspective candidates.

What do you want to do?

How will you be planning your career with a bag full of requirements from the employer and a handful of your achievements, credentials and achievements by your own work, self worth and effort :

- *Type of occupation* - you would like to be doing.
For example, a candidate who has done BBA has to decide whether to continue on the line of management or to be a full time artist as he/she has a natural integration or proclivity towards art and artistic endeavours.
- *Nature of the job* – Whether you are suitable for a 9 to 5 job or do you think that you would be preparing for other competitive exams for better jobs and you would like some time at your disposal. Would you like a night shift job so that in the day time you can sleep and makeover and prepare for other jobs.
- *Pay package*
- *Career goal / post*
- *Compensation.*
- *Size of the company* - Think of the company and whether you would like to work in large sized or middle sized or global or small kind of company.
- *Type of operation* - What is the type of operation the company is engaged in?
- *Location* - where are the locations would you like to stay, somewhere close to where your parents are settled, near your native place or are you ready to go abroad or another state.
- *Corporate culture* - Get an idea of the corporate culture of the company or your perspective workplace from the website or through other kind of searches.
- *Other Facilities*

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