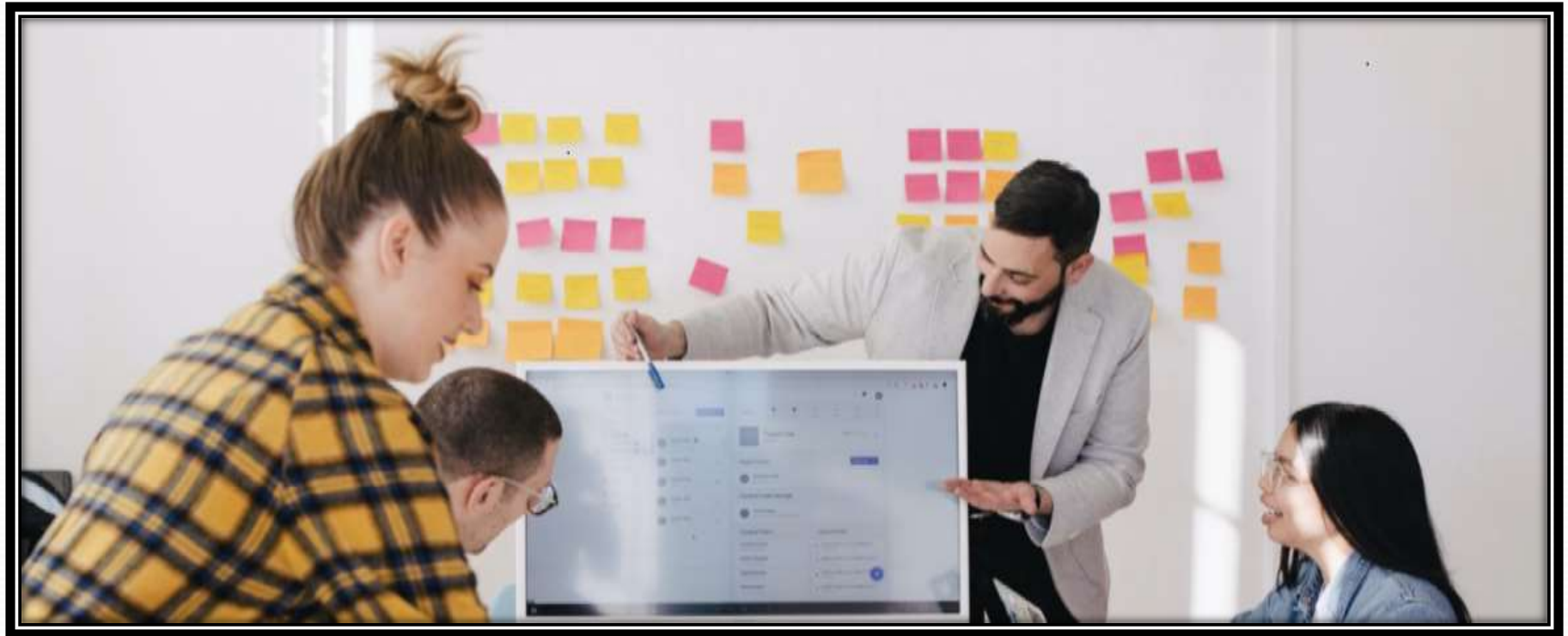


DEPARTMENT OF POLITICAL SCIENCE

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**CAREER PLANNING PROCESS &
WHAT THE EMPLOYERS LOOK FOR?**

CAREER PLANNING PROCESS

- The Career planning encourages individuals to explore and gather information which enables them to synthesize, gain competencies, make decisions, set goals and take actions.
- Each individual varies in their progress through each of these stages for many reasons. Some advance rapidly through each or all of the stages while others progress more slowly.

Steps in Career Planning Process

1. A Starting Point – Who are you?
2. Identify careers related to interest, abilities and preferences
3. Learn more about these specific careers
4. Narrow your choices to a few careers for continued exploration
5. Get the right training and preparation for your career
6. Begin the job search and start your career

What Employers look for?

- **Communication Skills**
- **Personality Development**
- **Knowledge and Skill sets**

Communication Skills

- Communication is basically conveying effectively what we feel, think, want or need.
- Good Communication means letting the other person know what you feel in a manner that is not hurtful or domineering.

Communication Skills emphasis on the following:

- The Art of listening
- The Art of Choosing a topic
- The Art of Body Communication
- The Art of Positive Assertiveness

Communication Skills Techniques

- Find out what your listener wants
- Reduce Jargons
- Use Humor
- Use Anecdotes & stories
- Ask for feedback
- Increase your vocabulary
- Eliminate audible pauses
- Enunciate clearly & pronouncing words properly
- Vary your volume
- Watch your tone & Record your voice

Team Work

- **Team work is the new mantra in today's workplace. A Team means a people of different temperaments, different tolerance levels and different skills. Members of a team should keep on contributing to a team's efforts.**

Don'ts in Team Work

- **Never hold a blunder against a team member**
- **Never criticize a team member in his or her absence**
- **Always try to make more effective contributions**

Time Management

- Time management is a technique that's as simple as learning the alphabets provided one has the inclination to take the time and effort for planning one's goals & needs
- It is a way of prioritising our goals, they are activities that affect long term results

Curriculum Vitae

- Think of your CV as a promotional brochure about you
- A good CV predicts how you might perform in that desire future job. So impress with a good CV. The purpose of a CV is to disclose your accomplishments and qualifications to a potential employer. If the employer likes what she / he sees, she / he contact you for a face to face meeting.

Tips for writing a CV

- Be Innovative!
- Personal Details
- Education
- Work Experience
- Interests
- Skills
- References
- Length
- Style
- Skills based
- Presentation

Covering Letters

- A Covering letter is required for reaching the CV to the person directly involved with handling the applications for jobs. It is important that one knows the name, designation (usually the Human Resource Personnel/Manager) of the personnel handling the applications.