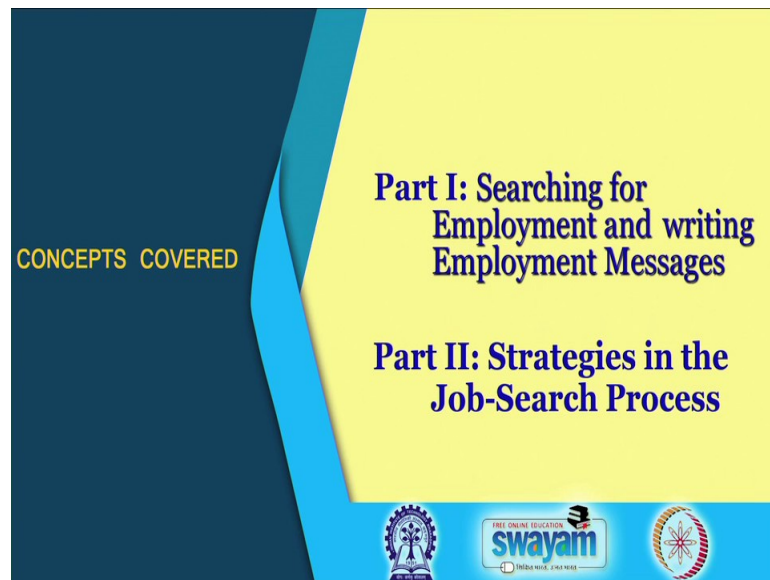


Employment Communication - A Lab Based Course
Prof. Seema Singh
Department of Humanities and Social Sciences
Indian Institute of Engineering, Kharagpur

Lecture – 17
Introduction to the Employment Process

Hello friends. So, we are now in lecture 17 and we will introduce you to the employment process. Lecture 17-Introduction to the Employment Process. This is in fact, the place where the course proper is beginning. Up till now we had been preparing you to the topic and now we are in the thick of the topic.

(Refer Slide Time: 00:42)



So, we will be doing these two parts, the first part or the first concept will be searching for employment and writing employment messages, that is cover letters and so on and so forth. And the second part of this presentation is strategies in the job search process.

(Refer Slide Time: 01:10)

CONCEPTS COVERED

Part I: Searching for Employment & writing Employment Messages

- Today's workplace
- What today's Employers require
- What can you offer?
- What do you want to do?
- Building your career
- The Employment search
- Employer recruiting practices
- Organizing your approach

Logos for UGC, swayam, and an institutional emblem are visible at the bottom.

So, in the first part we will be dealing with the 8 following points, first brief description of today's workplace and what today's employers required from applicants. You as an applicant what can you offer, fourth very important point what actually do you want to do, regarding your employment and your career, your profession. What are your short term and long term plans? How will you build your career and how will you search for that correct employment?

What are the recruiting practices of the employers? Employer recruiting practices, these have to be studied and known. And, you have to make yourself familiar with them and then you can organize your approach to the job search process.

(Refer Slide Time: 02:14)



At the outset I would set the scene for this presentation by showing you a funny sloth scene from Zootopia.

Flash is the fastest guy in there you need something done, he is on it.

I hope so. We are really fighting the clock and every minute counts. Wait, they are all sloths.

You said this was going to be quick.

What are you saying that because he is a sloth, he cannot be fast. I thought in zootopia anyone can be anything. Flash Flash how do you going to be a dash, buddy it is nice to see you.

Nice to seeing you too.

Hey Flash, I would love you to meet my friend; darling I forgot your name.

Officer Judy Hopps CPD, how are you?

I am doing just.

Fine.

As well as I can be.

Hang in there.

What can I do?

Well I was hoping you could run a plate.

For you.

Well, I was hoping you could.

Today.

Well I was hoping you could run a plate for us, we are in a really big hurry.

Sure, what is the plate.

2 9 T.

Number.

2 9 T H T 0 3.

2 9.

T H T 0 3.

T.

H T 0 3.

H.

T 0 3.

T.

0 3.

0.

3.

Hey flash what to hear a joke?

No.

Sure.

What do you call as a 3 humped camel.

I do not know, what do you call.

3 humped camel.

3 humped camel.

Pregnant.

Ha ha ha.

Ha ha yeah very funny very funny. So, you please just focus on (Refer Time: 05:28).

Hey, Pricilla.

Wait wait wait.

Oh no.

Yes, Flash.

What.

Do.

No.

You call.

A 3 humped camel, pregnant ok, great we got it please.

3 humped.

(Refer Slide Time: 05:55)



That is the end and it is a brief glimpse or a reflection of the kind of people will be working with in today's workplace. Some will be slow, some will be fast quick some will be medium placed, but anyway you have seen the three four types of animals in that small clips from Zootopia movie 2016 it was released, but the point is this is the way our work place will or is like today.

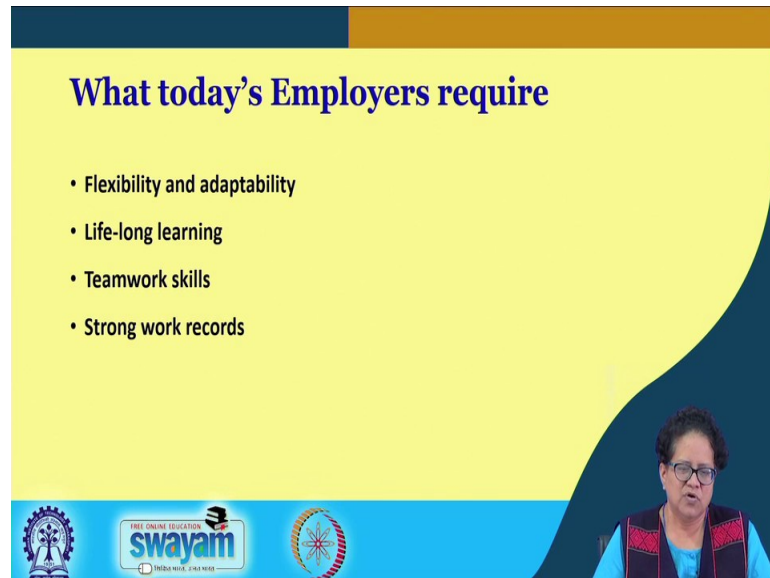
So, today's work place is credited with the following features, first it is a global village, the world the world is a global village and globalization and its effects are seen first of all in the workplace. The workplace is technology driven, hardly have you manual typewriter or a old machines which were used in days when we were young. Entire thing is run or driven by technology.

Next is the cultural diversity you find at any work place you enter today. The fourth point is everywhere wherever you see 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. So, we have the 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.

And the point which is most in your favour is the last one here flexible employment, that is either the companies are keeping the employees or 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.

(Refer Slide Time: 08:18)



What today's Employers require

- Flexibility and adaptability
- Life-long learning
- Teamwork skills
- Strong work records

FREE ONLINE EDUCATION
swayam
— FREEDOM TO LEARN —

What are the requirements of today's employers is the next topic to be thought over. If you are able to see into the mind of the employer you can thereafter suitably tailor yourself. The first is they are looking for persons who are flexible as well as adaptable, somebody who can who is not you know like a unable to adjust with different kinds of work places and work people or the team members, but somebody who is like a one size fits all, one person who can do all kinds of roles.

They are also looking for people who are engaged in lifelong learning you see in today's workplace although the job requirements entail or they require you to be at the workplace from 9 to 5. In actuality it is 9 to 9, even despite that what you see is most of the employees are engaged in some other learning, either they are in some offline course or they are following or they are pursuing some online course in an attempt to increase their academic credentials.

The third is, the employers are looking for somebody who is able to work in a team and therefore, in employment communication the second topic after CV writing and the cover letter the second topic that is GDs is very important because through the GD the employer gets a glimpse or at a glance version of you. You as a worker who will work in the team when inducted into the organization and the employer lastly is also interested in

strong work records. By weak work records we mean you have small sketchy periods of work requirement or work record in your academic and your professional career.

That is maybe you did one year of M.Tech and then left in between or 1 and a half year of M.Tech and did not do the thesis writing semester the last semester or maybe you have worked two years here then one and a half years here then two and half years here. So, these are not strong work records if you work for 2 years or 1 and half year or one fourth year in some organization what will that employer write about you it is hardly any time to know you and. So, your references may not be strong enough.

(Refer Slide Time: 11:08)

The slide features a yellow background with a dark blue curved shape on the right side. At the bottom, there is a blue banner containing logos for IIT Bombay, Swayam, and another organization. A small video inset of a woman is visible in the bottom right corner of the slide.

What today's Employers require (contd.)

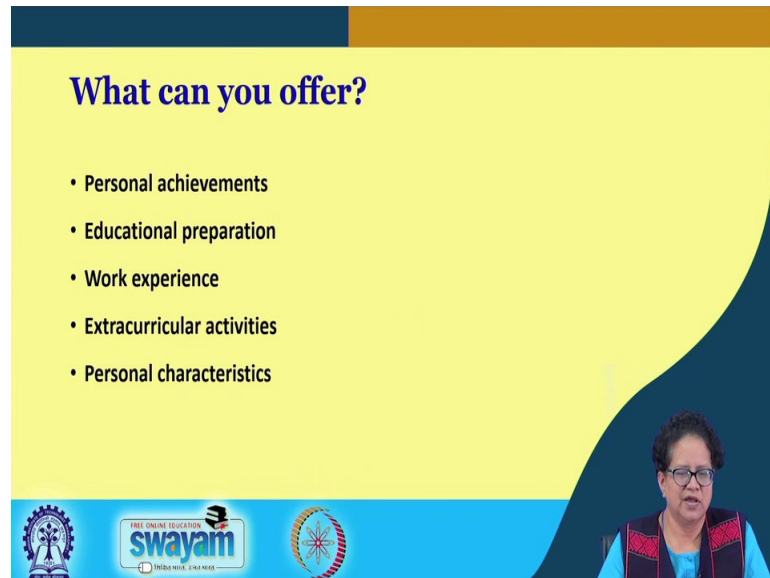
- Leadership capabilities
- Diversified skills
- Varied experiences
- Multicultural and international awareness

Then let us come to further what the employers require nowadays in today's workplace. Everybody wants the leader, the first point here nobody is wanting to employ a loser all want leadership qualities to be displayed at the workplace. The second is diversified skills that you should have a hard core competency in civil engineering at the same time you should have some minors in computer science and you should have taken some courses in humanities and social sciences plus you should be a piano player plus you should be fluent in Spanish or French or German or Russian. So, also the employers are looking for varied experiences it is not that you should always have been working in petroleum accounting.

You should also have had experience in accounting or auditing in certain other areas maybe the accountant general office or a ship or a cruise liner and its accounts

department so on and so forth. And also because your experience would be at various locations during your career therefore, normally speaking it implies that the employer requires multicultural and international awareness from perspective candidates.

(Refer Slide Time: 12:33)



What can you offer?

- Personal achievements
- Educational preparation
- Work experience
- Extracurricular activities
- Personal characteristics

swayam
INDIA'S CHANCE

So, what can you offer to such a long list of requirements by the employer, first of all you as a person are unique and you have your own USPs your unique selling points. So, your personal achievements are unique and genuine and specific, they are special to you. Number two is your educational preparation. If it is a job requiring engineering plus accounting, do you have the educational portfolio to that effect? Then the work ex for beginners let us say it is specified that your training period is counted in your work experience, but for higher level jobs or middle level jobs your work ex is important extracurricular activities very very important. In fact, most candidates try to neglect it or have not worked on this aspect of their career of this aspect of their personality, but remember that studies and games go together.

All work and no play makes Jack a dull boy. To make Jack a bright boy therefore, extracurricular activities very important. You must have in your CV some of these which you can highlight. In the last one here on this slide its personal characteristics what are your defining features which set you apart as a person from other candidates.

(Refer Slide Time: 14:04)

What do you want to do?

- Type of occupation
- Nature of the job
- Specific compensation
- Career goals
- Size of company
- Type of operation
- Location
- Facilities
- Corporate culture

The slide features a yellow background with a dark blue curved shape on the right side. At the bottom, there is a blue banner with logos for 'swayam' (Free Online Education) and 'MHRD' (Ministry of Human Resource Development). A small video inset in the bottom right corner shows a woman with glasses and a blue top.

So, what do you want to do? By this I imply that how will you be planning your career with a bag full of requirements from the employer and maybe a handful of achievements at your personal disposal or which you are personally responsible.

And you have earned those credentials and achievements by your own work, self worth and effort. So, think about the type of occupation you would be liking to be doing. For example, a candidate who has done BBA who would not like to diversify into being an artist or a freelance artist, so decide whether you want to continue on the line of management or you want to be a full time artist because you have a natural integration or proclivity towards art and artistic endeavours.

What is the nature of the job you would like to do? Would you think that 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. So, you would like a night shift job so that in the day time you can sleep and makeover and prepare for other jobs or whatever or you the kind of person who can work part time so on and so forth.

Then look for the pay package, suppose a mere BBA who has passed out in today's world from a government or a private management institute. He is able to get say 15000 per month at the beginning of his or her career think about later on in career how much to what level can you go, what is the post and what is the compensation you will be taking home at maybe 10 20 years from now.

Think of the company and whether you would like to work in large sized or middle sized or global or small you know unit kind of company. What is the type of operation the company is engaged in, where are the locations would you like to stay somewhere close to where your parents are settled. Would you like to work in a company which has its office near your native village or native town or are you ready to go abroad or are you ready to go to the far end of India and work somewhere else.

And think about the corporate culture you know you can get an idea of the corporate culture of the company or your perspective workplace from the website and other kind of searches.

(Refer Slide Time: 16:55)



The slide features a yellow background with a dark blue curved shape on the right side. At the top, there is a dark blue and orange header bar. The title "Building your career" is written in bold blue font. Below the title, a bulleted list contains four items: "Employment portfolio", "Interim assignments", "Workplace skills", and "Life-long learning". At the bottom of the slide, there is a blue banner with three logos: a gear-like logo on the left, the "swayam" logo in the center (with "FREE ONLINE EDUCATION" above it and "विद्यया ऽ मृतमश्नुते" below it), and a circular logo on the right. A small video feed of a woman with glasses and a blue top is visible in the bottom right corner of the slide.

So, building your career means that first of all you work on building your employment portfolio your CV with extracurricular and academic activities, hinge upon your interim assignments.

Nowadays you see that engineering graduates are interested to do internship in every summer. If it is a 5 year dual degree program you will see that the B.Tech students are doing internship in first year summer, second year summer third year and fourth year and final year. So, it is not that the internship is done only in the penultimate year or the ultimate year or the final year of your study. Candidates nowadays are so much interested because this summer internship of 2 months, every year let us say for 5 years give the 5

different experience on which they can build on which they can gloss over for which they are proud because they have got 5 varied experiences.

Then workplace skills have to be developed if required you need to attend or enrol in short term courses to acquire workplace skills, one of the workplace skills I could talk about is resilience. In a today's generation there is a problem with resilience, the students are not having that inner resilience it needs to be working in a place where there are so many pulls and pressure from all directions and therefore, there is a need to do meditation, to practice meditation, to be regular at meditation because meditation is an activity or an art which builds up your inner resilience from within; I am now talking about lifelong learning throughout your career the day you stop learning you start in fact, stagnating. So, lifelong learning implies that always be engaged in enriching your skills academic and non-academic. If you have not learned the piano there is no age for not learning the piano, you can learn it at any point of time in your career.

(Refer Slide Time: 19:14)



The Employment search

- Build toward a career
- Prepare a résumé
- Understand the interview process
- Prepare for interview
- Take the interview
- Follow up and accept the offer

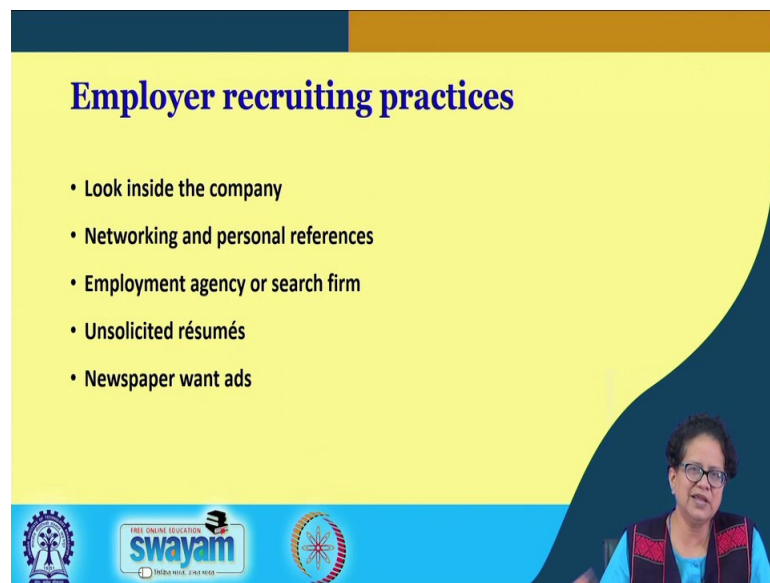
The slide features a yellow background with a dark blue curved shape on the right side. At the bottom, there is a blue banner containing logos for 'swayam' (Free Online Education) and 'Uthirakudam, Chennai'.

The employment search how does and what does it involve, how does it begin. First of all you have to decide your career whether you are going to be a manager or you are going to be an engineer or doctor and that is a decision which you take of course, with help and support from parents and peers and colleagues. Once you have completed your basic professional degree or certificate prepare a resume or a CV. Understand the interview

process because that is the final stage in some companies you may only have a direct interview, after your CV has reached them.

Say for this instrumental it is very important that you understand the interview process because it is complicated and the next topic after GD is going to be interviewing. Prepare for the interview take the interview and if you are selected follow up and accept the offer that ends the employment search.

(Refer Slide Time: 20:20)



Employer recruiting practices

- Look inside the company
- Networking and personal references
- Employment agency or search firm
- Unsolicited résumés
- Newspaper want ads

swayam
FREE ONLINE EDUCATION
INDIRA AARDRAM

What are the employer recruiting practices you might encounter or you might face in the days to come? The first is that because you are on the receiving end you need to take a proactive step and look inside the company study the company its website. Most importantly go through its annual reports, look at the turnovers and read many business magazines as many as possible to build up your information, this is an era where networking is very important. So, try to get in touch with as many people who can help you get recruited and get in touch with professors, get in touch with people in the corporate sector at high placements.

And try to make them your references, try to make them write your references. Have them as a personal referees, because one part of the CV is references. In case it is required there are so any employment agency or job search firms and if you are feeling that your efforts are not bearing fruits or you could do some more because you are not getting the job which is the job to your liking. Take the help of employment agencies or

job search firms, if required you can also send unsolicited cover letters with the resume attached these are called post applications.

And of course, be up to date with newspaper want ads for example, in India we have a common publication like employment news, employment weekly. You have websites also higher red dot coms, higher education jobs dot com, monster and so on and so forth. So, apart from the online want ad publications go through the newspapers as well.

(Refer Slide Time: 22:33)



Organizing your approach

- Monitor business news
- Research specific firms
- Build a network
- Seek career counseling

How do you organize your approach? This is the next topic, first is to go through the business news at the beginning it might be slightly boring. But once your interest is in this area and once you have decided aim that you will be working in this sector in this area at that level, once you have decided that you will reach this particular level in that company you can make it a part of your daily routine that you will watch the business news and monitor what is happening in which firm and why.

Then of course, you have chosen your specific firms or companies you would like to work in suppose you want to work in PWC, Price Water house Cooper, then research intensely and in great depth on PWC. Build a network we have already mentioned it. Throughout your career networking is going to be very important. Till the last date till you retire from service or business if you are an entrepreneur. And there is a need to seek career counselling in case your career is not firm, say within 5, 10 years if your career is not settling down there is a need to counsel, there is a need to be counselled and to seek

career counselling. So, that you can take care of the efforts you are doing and you can try to in other words set your career into the right mode.

(Refer Slide Time: 24:16)



We have this short video on the way a fully automated world will be in the near future, your workplace let us watch it.

(Refer Slide Time: 24:53)



(Refer Slide Time: 24:56)



(Refer Slide Time: 25:03)



(Refer Slide Time: 25:05)



(Refer Slide Time: 25:29)



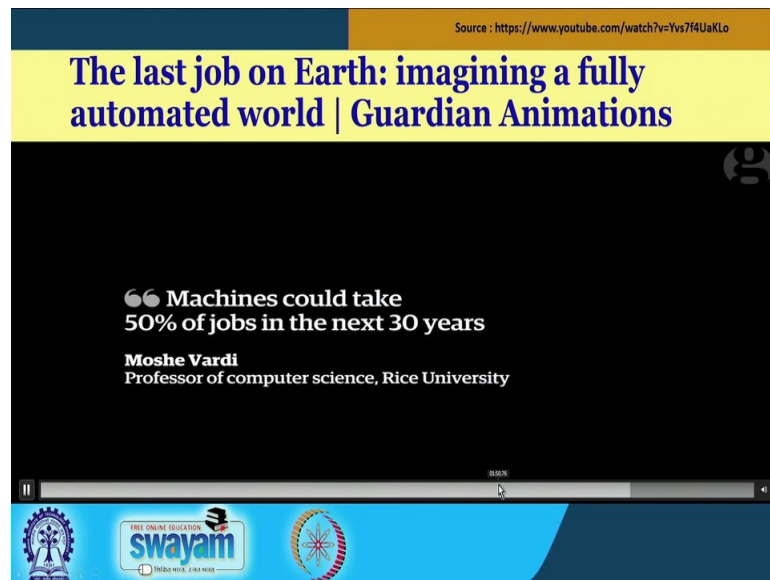
(Refer Slide Time: 26:56)

Source : <https://www.youtube.com/watch?v=Yvs7f4UaKLo>

The last job on Earth: imagining a fully automated world | Guardian Animations

🗣️ **Machines could take 50% of jobs in the next 30 years**

Moshe Vardi
Professor of computer science, Rice University



(Refer Slide Time: 27:01)

Source : <https://www.youtube.com/watch?v=Yvs7f4UaKLo>

The last job on Earth: imagining a fully automated world | Guardian Animations

🗣️ **Machines are already undertaking tasks which were unthinkable - if not unimaginable - a decade ago**

Andy Haldane
Chief economist, Bank of England



(Refer Slide Time: 27:07)



(Refer Slide Time: 27:10)

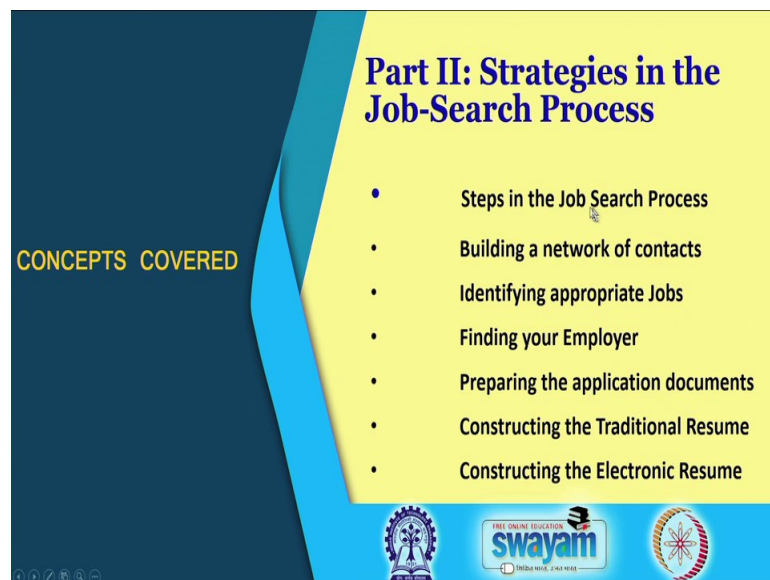


(Refer Slide Time: 27:16)



So, that is futuristic work place we are preparing for. As of now that is all for today.
Thank you.

(Refer Slide Time: 27:33)



And these are the references. In fact, I am going to start strategies in the job search process part 2 and then we will come to references for the entire lecture. These are the topics we will be considering in this presentation second part.

(Refer Slide Time: 27:57)



Let us come to the first one. This is a short revision of what we have done and so we can move fast. It might be slightly repetitive at places because we are revising the topics covered in the first half. The first is to build the network of contacts and identify appropriate jobs for yourself. Locate your employer and prepare the application documents which is cover letter and CV or resume, continue your job search activities.

(Refer Slide Time: 28:28)



How do you build a network of contacts in more detail? First of all broaden your circle of friends and get to know your professors personally so that with this personal touch

you can bank upon their expertise and support to sail you through in your career goals, meet business executives and keep in touch with them. Make your contacts through internships where ever you have worked retain those contacts and work with community organizations. It is best nowadays to be involved in some NGO or non-profit organization activity because these are very much important in your work portfolio.

(Refer Slide Time: 29:11)



The slide features a yellow background with a dark blue curved shape on the right side. At the bottom, there is a blue banner with logos for 'swayam' and 'Indira Gandhi Open School'. A small video inset of a woman is visible in the bottom right corner.

Identifying appropriate jobs

- Analyze Yourself
 1. Education
 2. Personal Qualities
 3. Work Experience
 4. Special Qualifications
- Analyze Outside Factors

The next test to identify appropriate jobs and what needs to be done on that count, the first analyze yourself and in terms of education your personal qualities, your work ex and any other special qualifications you might possess for example, piano or a A-level German so and so forth. Analyse outside factors which are in fact, responsible for you to get into the workforce.

(Refer Slide Time: 29:43)



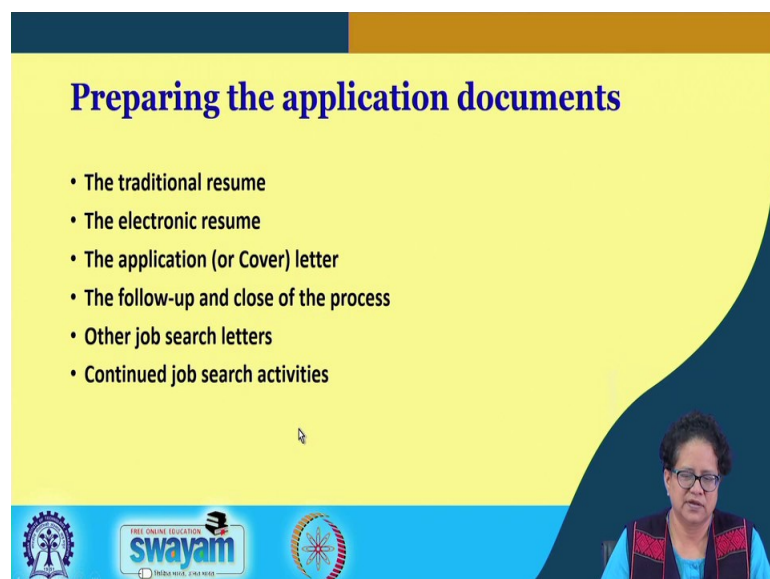
Finding your Employer

- Placement Centers
- Network of Personal Contacts
- Classified Advertisements
- Online Databases
- Employment Agencies
- Web Pages
- Prospecting

The slide features a yellow background with a dark blue curved shape on the right side. At the bottom, there is a blue banner with logos for 'swayam' and 'MHRD'.

Finding your employer, this you can do first of all through the placement centre of your college or institute. Most colleges, institutes we have a placement cell training and placement cell. Through your network of personal contacts number three is classified ads online or offline. Online databases of company, addresses and company, details are also available on sale on purchase, employment agencies are there for your service. Follow the web pages of companies and sometimes prospect.

(Refer Slide Time: 30:18)



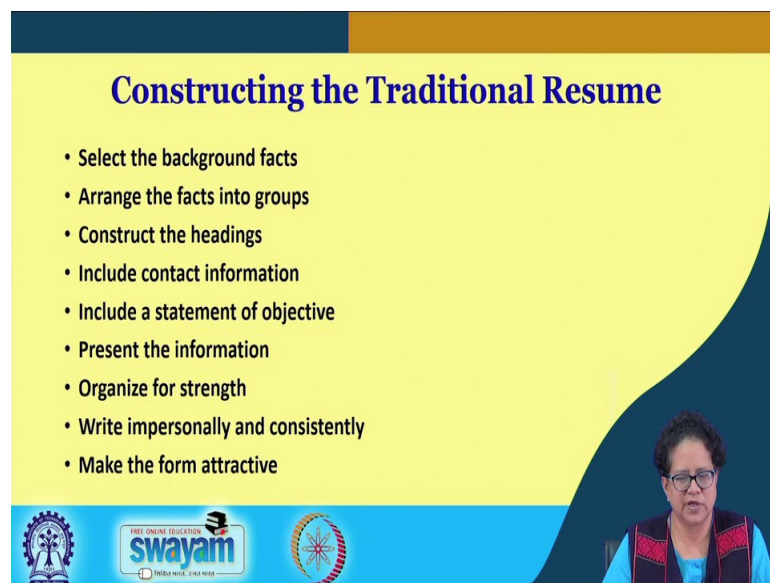
Preparing the application documents

- The traditional resume
- The electronic resume
- The application (or Cover) letter
- The follow-up and close of the process
- Other job search letters
- Continued job search activities

The slide features a yellow background with a dark blue curved shape on the right side. At the bottom, there is a blue banner with logos for 'swayam' and 'MHRD'.

How do you prepare the application document? There are in fact, two things to be considered, either write the traditional resume or the paper resume or write the electronic resume or that which is to be transmitted electronically. Number 3 a company either 1 or 2 is the application or the cover letter, after that you have to follow up on your application process and close the process only when you get a job at hand. There are other kind of job search letters also which we could consider and throughout your life we have to continue job search activities, you cannot stop.

(Refer Slide Time: 31:00)



Constructing the Traditional Resume

- Select the background facts
- Arrange the facts into groups
- Construct the headings
- Include contact information
- Include a statement of objective
- Present the information
- Organize for strength
- Write impersonally and consistently
- Make the form attractive

The slide features a yellow background with a dark blue curved shape on the right side. At the bottom, there is a blue banner with logos for 'swayam' and 'THE ONLINE EDUCATION'.

How do you construct the traditional resume? First of all look at the background facts what are your strengths, weaknesses. What do you know about yourself, arrange these facts into groups for example, those dealing with your academics those dealing with your internship, those dealing with your extracurricular interest, those dealing with your references, those in dealing with any other aspect which you can put into your CV.

Construct the headings accordingly, include contact information right at the top where it is most visible and importantly placed. After the contact information have a statement of objective of career goals, career objectives. Then present the information which you have arranged properly. Organize it better with various strategies so that your CV is strong. Write impersonally or in the third person and be consistent in your writing and make your CV or resume form attractive.

(Refer Slide Time: 32:08)



Jere Bacon
7431 Davenport Drive
Dallas, TX 75226

Objective: Administrative Assistant Position

Education: Bachelor of Science in Office Administration
Northern State University
GPA 3.0 (4.0 basis)

Special Skills: Keyboarding at 90 wpm, WordPerfect, Word, Ami Pro, Excel and 1-2-3, Paradox and Access

Relevant Courses: Business Communication Office Procedures
Document Imaging Management

swayam

Here we have a short CV of Jere Bacon and you see the first part here is his name, below that his address centre top justified and in the left hand corner you have objective, education, relevant courses. A very short in very short few number of words the candidate has placed his education and relevant courses in context.

(Refer Slide Time: 32:37)



Experience:

<i>Secretary</i> Boatner King Insurance Company, Dallas Personal secretary to Mr. Carlos Boatner, President	1996-1998
<i>Data-entry Clerk</i> Thatcher Manufacturing Company, Dallas	1993-1996
<i>File Clerk</i> J. C. Douglas Wholesale Company, Dry Creek	1992-1993

References:

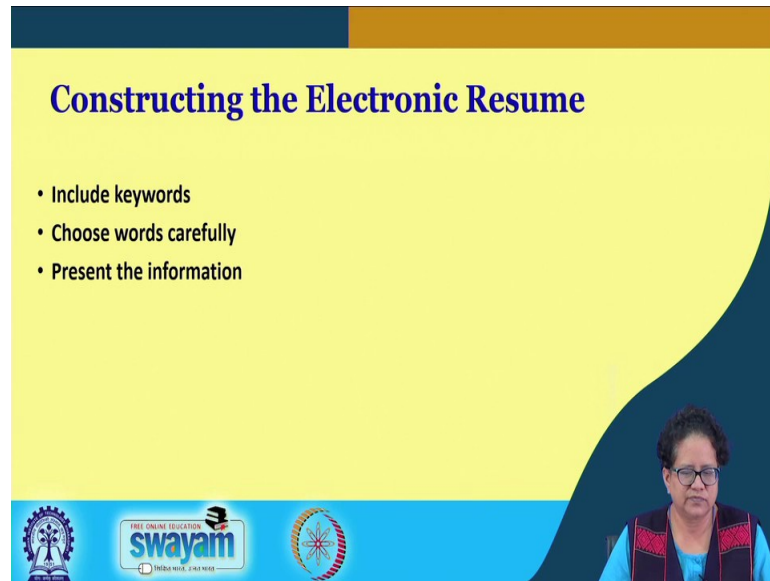
Will gladly provide personal and professional references on request.

swayam

To move further we come to the important segment on experience in the second half of the first page and here you have the very subsections on experience.

He was a secretary at 96 to 98 and data entry clerk from 93 to 96 and file clerk from 92 to 93, this is called the reverse chronological order. And he says he says regarding reference will gladly provide personal and professional references on request, in certain scenarios in certain situations you might required personal referees as well. So, it is better to keep them in handy.

(Refer Slide Time: 33:20)



Constructing the Electronic Resume

- Include keywords
- Choose words carefully
- Present the information

swayam
FREE ONLINE EDUCATION
HELPING COURSE

Now, how do construct the electronic resume? Because, the electronic resume will be scanned for keywords by computer machines or computer programs using the - OCR: Optical Character Recognition software. Therefore, include the key words which have been found or which find their important place in the job description in the want advertisement. Choose the words therefore, very carefully and present the information so that you are selected.

(Refer Slide Time: 33:51)



Megan Rosenbloom
3145 Sleep Hollow
New Bedford, MA 02746

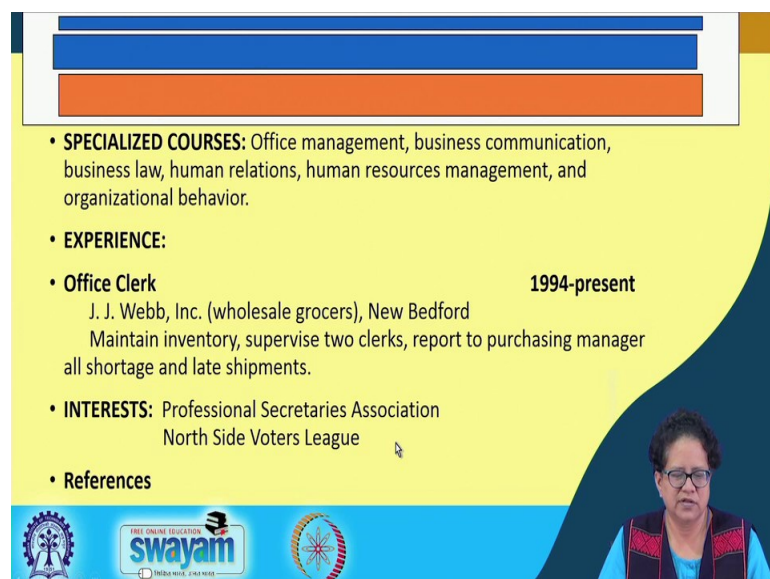
KEYWORDS:
Office Manager, Office support, Administrative Office Assistant, Clerical Support, WordPerfect, Word, Excel, PowerPoint, Telephone Etiquette, Voice Message Systems, PIMs, Project Management

EDUCATION:
Bachelor of Science in Office Administration, May 1999
Eli Mason University, New Bedford, MA 02746
Major GPA: 3.3 (4.0 basis)

The slide features a yellow background with a dark blue wave on the right side. At the top left, there are three horizontal bars in orange, blue, and white. At the bottom, there is a blue banner with logos for 'swayam' and 'THE ONLINE EDUCATION' platform, along with a small portrait of the presenter, Megan Rosenbloom, in the bottom right corner.

This is an example of a electronic resume of Megan Rose Rosenbloom, this is the address and the keywords are provided right at the outset instead of career objective. Because it is these keywords of where he has worked and what he has been dealing with a familiar with, which will fetch him the second stage of the job recruitment process. And education as far as education is concerned the candidate puts it in a very short brief and concise manner at the end stating his major GPA 3.3 out of 4.

(Refer Slide Time: 34:38)



SPECIALIZED COURSES: Office management, business communication, business law, human relations, human resources management, and organizational behavior.

EXPERIENCE:

- Office Clerk** **1994-present**
J. J. Webb, Inc. (wholesale grocers), New Bedford
Maintain inventory, supervise two clerks, report to purchasing manager all shortage and late shipments.

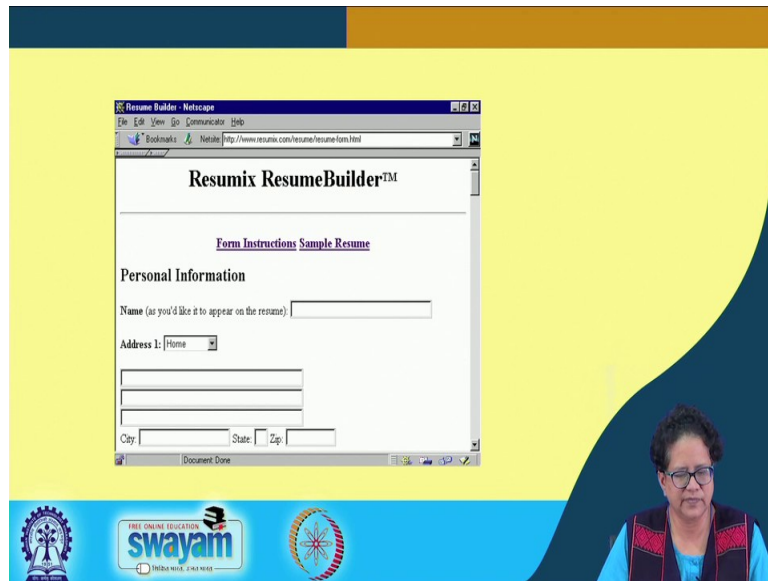
INTERESTS: Professional Secretaries Association
North Side Voters League

References

The slide features a yellow background with a dark blue wave on the right side. At the top, there are three horizontal bars in blue, white, and orange. At the bottom, there is a blue banner with logos for 'swayam' and 'THE ONLINE EDUCATION' platform, along with a small portrait of the presenter, Megan Rosenbloom, in the bottom right corner.

The candidate moves on to refer to specialised courses which has been completed by an experience is broken into 1 sub section 94 to present maybe it is a beginner. A brief description of a comma separated list of what he has been involved with. Then you have the interest section and then references, interest that is extracurricular or extract academic interests.

(Refer Slide Time: 35:12)



I would suggest that this is a sample of resume builder and many of these software and programs are available for free and maybe also for purchase. If you have any issues with preparing your own CV as per the format suggested or the YouTube videos or whatever have been provided here, you can always go to a resume builder and put all your data, give them all the data and your resume will be readily available for you short time.

(Refer Slide Time: 00:52)



I would like you to see the short video on teamwork. Imagine that this is your future workplace and how you will work.

Oh I like that one, that is a good one.

It works on many levels.

You guys are bunch of suck up.

That too, sir.

Absolutely.

Right.

Stay, shit.

Stage 1.

Go.

Let us move.

Oh no, what have I done?

Come on take the bait.

What happened? Oh what is going on, look at the poor little guy.

Stage 2, go go go go.

I will give him the kiss of life.

We go.

(Refer Time: 36:59) Yes, music.

No ho no.

Stop stop stop come back, oh.

What is all this rock and roll, (Refer Time: 37:16)?

Is she dead?

No.

You (Refer Time: 37:35).

I am sure you must have enjoyed this.

(Refer Slide Time: 37:44)



Continuing Job Search Activities

- Maintain your resume
- Read job ads/ professional journals

The slide features a yellow background with a dark blue curved shape on the right side. A woman in a pink shirt and blue pants is standing and reading a document. At the bottom, there are logos for Swayam and other educational institutions.

Now, last slide on continuing job search activities which states that maintain your resume as the basic format and as and when the situation arises update it and do not move on

with one resume for 10 years, 4 years, 5 years. Every year you must be able to add something to your CV, delete some old outdated data which are not required for specific employers and therefore, maintaining your resume. And to continue a job search activities - the final advice is to read job ads and professional journals.

(Refer Slide Time: 38:26)



References are on the slide.

Thank you for being with me and god bless you.