



# EXPRESS Careers

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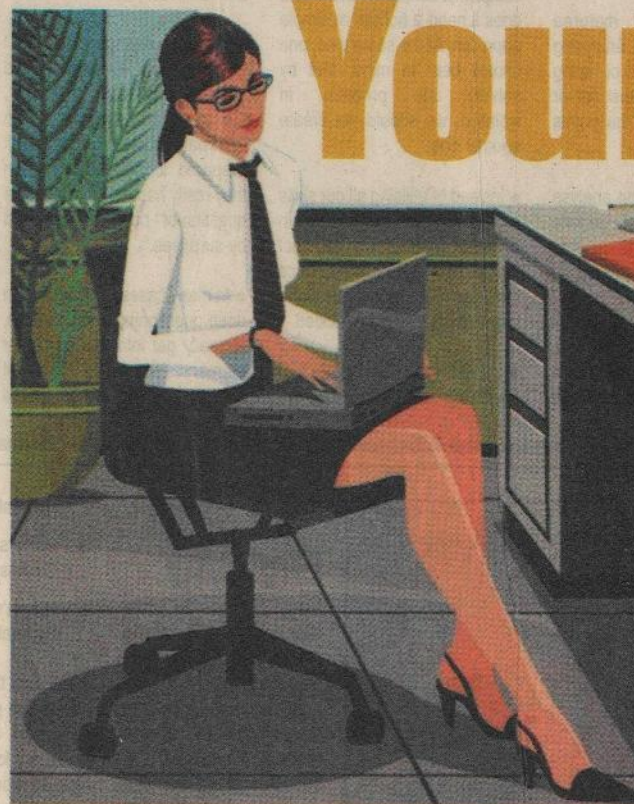
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PUNE THURSDAY SEPTEMBER 11, 2008

You have appeared for your post graduation exams and the prospects of starting a career are looming ahead. How do you go about it?

Whatever may be your chosen source of earnings, each career path has its twists and turns. As far as business or a particular profession are concerned, there can be some scope for realisation or flexibility and room for experimentation.

But the scenario is entirely different when it comes to employment. If it happens to be your first job there are various mind-boggling thoughts, which haunt your mind. First and foremost, it pays to know about the organisation.



## Know the structure

All people working in an organisation are structured into various groups according to the functions they are entrusted with, from the top-level management to the lower level

management. The structure can be based on various factors such as: departments, functions and the role they play in decision-making. The position of a person in the organisation structure is indicative of his authority, responsibilities and the area of functioning. It is important to understand this

structure, as you would eventually be a part of it. This structure entails us knowledge about our seniors, juniors and colleagues as well.

Generally, the organisation structure is alike in industry, which shows the career path, and scope to elevate either in the same unit or the industry. Organisational structure is a flow chart depicting hierarchy in management and the organisation as a whole. It is difficult to get an idea of a large organisation through their organisation structure. In such cases, the organisation chart would help, as it would guide us through the organisation hierarchy.

## Formal documents

Lot of documentation formalities need to be completed before and after joining the organisation as well, like the application form, company interviews (written, aptitude, psychometric, personal), appointment order/letter, terms and conditions, service book, performance appraisal reports, confirmation letter and a salary certificate.



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# job

While leaving any organisation, the following documents are required- like the resignation letter; clearance certificate, experience certificate and the relieving letter are necessary. This is a guiding list of documents and not an exhaustive one. According to the company, type of documents or number of documents may vary. It is necessary to know and understand various types of such documents because the absence of compliance with one of the documents may have an adverse impact on career advancement.

It is essential to understand and complete all formalities of documentation. The candidate has to ensure that an authorised person with a seal, and an outward registration number for the organisation letter signs the respective documents. At the time of submission of the application to receive such documents, development projects and reports, a copy of the same with authentic

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# Your first job

received signature and the seal of the office bearer should be taken for our personal records.

## Breathe your job profile

Every company appoints personnel with some specific and clear objectives. One should take efforts to understand the objective of their appointment clearly. If these are clear then one can deliver one's best and be able to achieve these objectives successfully.

All these objectives, responsibility entrusted and authority given together can be termed as a job profile: If a job profile is not clear it makes a total mess for a new incumbent in organisation. It would be beneficial for you to maintain a record of work assigned. It would also help evaluation of your work by seniors. It pays to understand the work schedule, the work expected of you, purpose and objectives of the entrusted work. It would go a long way to benefit in doing the work as it should be done and for work planning.

## Reporting

Proper reporting plays an important role in explaining your job efficiency. In a company you are working under the direction of your seniors who take

objectives into your working style. Normally these vision statements, quality policy are displayed in various departments, which would help you to imbibe this culture. Individuals have their own interests or objectives to attain. Understanding mission and objectives of corporate/unit, it may lead to synergistic effect for routing individual interest to common interest/objectives and this is what superiors expect. Employees who obtain success to forge individual interests with organisational interest have a long way to go in the organisation.

## Observation

Observation is one of the simplest yet effective tools to become an integral part of organisation. At the same point it should be borne in mind that observation is a double-edged sword. One edge is what you observe - the culture, working style and hierarchy reporting modes. Another edge is that you are observed.

As a new recruit, you don't get the work to engage in on a full time basis. Your seniors are observing you, your attitude and your capacity and suitability to work. You should utilise your free time to help others with proper permission and try to master the tasks assigned to you.

As you are new in the company, your colleagues would be interested in



aid of your juniors. One has to submit a report of the completed work. It is necessary to get first hand information as to whom to report, time period of report, time limit of the reporting form of report. It is not only essential to perform the task assigned to you but also to report it to the proper authority in time.

Forms of reports are oral, written, structured, in a prescribed format and periodic reports. Keep one copy of the report with you; it may help you for your own annual self-performance appraisal.

## Vision, mission and objectives

Every company has its own defined vision, mission and objectives in the form of a statement. The vision statement states where the company aims to be in future. The mission statement depicts the reason for the company's existence. The objectives sum up the purpose the company is serving. To become an ideal or indispensable employee, try to imbibe the company vision, mission and

knowing your nature, attitude and working style. Based on these observations your job profile would be finalised in the real sense, especially when you are working as a trainee. Observe as much as you can. Try to evaluate different situations and your reactions to them. If given a chance, express your opinions but choose your words carefully, you should not sound too eager to express your opinion.

Also bear in mind, that you should have sufficient data to support your contentions before you express your opinion. An organisation facilitates learning - it may be through formal training, and informal advises, your own observation and documents available at the workplace. You can have discussions with your peers and superiors, but no one teaches you in office time; you will have to invest additional time for enrichment. In the next part we shall discuss the culture organisations follow, the career path, the performance appraisal system and the advent of new technology and techniques.

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*In the last part, we discussed the methods to look for your first job. In this article, we discuss why understanding the organisation is so important.*

**A** culture means a group of people having similar values, behaving in, and reacting in similar manner having similar objectives, which leads to identity of that group. One group of people is different from another group. Every organisation has their own culture (work culture) and

working style. This working style is being followed for years together or generations together.

It becomes imperative to understand the work culture of your organisation and to adapt to it quickly for a challenging better future. To do your work effectively and efficiently, it is of

prime importance to adapt to organisation culture. You would feel like working under tension and stress if you would not be able to adapt to organisation culture. At initial stages do not try to change cultural aspects/variables but adapt to it.

## Knowing your JOB

### Career path

Globalisation has paved new ways for employees who have passion for learning and self-development. Majority of the organisations today support the ambitions of employees to learn and grow as it benefits organisation as well and good employees are retained in organisation. Every one has to delineate their own career path aiming at their highest goals and milestones on the way to success.

You should understand the opportunities in the organisation for career development and how it would benefit your future. Organisation builds careers; they give identity on which you can soar high.

### Performance appraisal system

Almost every organisation has their own performance appraisal system. Generally the periodicity is one-year and your immediate seniors do it. There can be various parameters for evaluation, but the important ones are work performed, quality and quantum of work, knowledge about job, punctuality, attendance, initiative, co-operation, dependability, your need for guidance and direction, development of competencies and attitude. These variables may change according to every organisation and their specific requirement from employees. This performance appraisal

paves the way to your advancement in organisation. It also reveals the areas where you are lacking and need improvement. You should discuss lacunas in your performance with your seniors to convert these lacunas to strengths. If performance appraisal were viewed in positive sense, it would in fact help your progress.

### The concept of CTC

CTC refers to Cost to Company, which envelops your basic pay, dearness allowance, provident fund amount, insurance, travelling allowance and other allowances and bonus given by company. Some amount is

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# Knowing your JOB

deducted since it is obligatory on the part of legislations like professional tax, income tax and provident fund. The deduction is made from gross salary and what remains is called take home salary. Negotiations with company officials are held on deciding on pay package after clearing interviews. You should make yourself aware about basis of negotiation i.e CTC or take home salary. Make yourself known about income heads and heads of deductions to help you plan your future. Before you enter into negotiation with officials get beforehand information about industry and know the pay scales of industry.

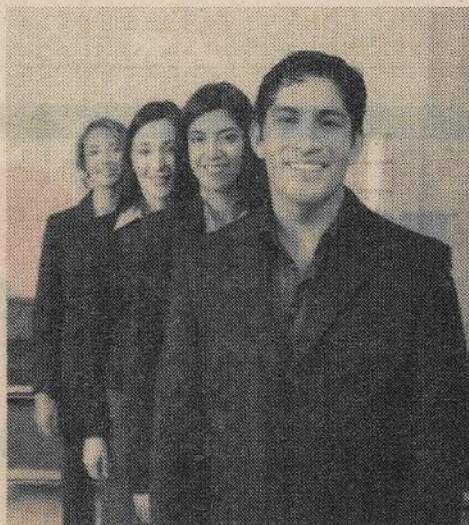
## New technology and techniques

One thing that has to be born in mind is that nothing but change is permanent. Improvement in process and use of new technology in organisation has become a common feature. An employee who can adapt to such changes quickly, effectively and efficiently is always most wanted one. You should make yourself aware about technological updates and advancements in which you are pursuing a career. It also pays to keep you constantly updated even after joining the organisation. It is one of the traits that would make you an indispensable employee.

## Informal groups

In any organisation people do not have only work relation as seniors or juniors, they do have personal relations depending on their likes and dislikes. This group informally meets and this group is invariably used to influence some part of work relation for advancement of their objectives. You would also become a part of some informal group depending on your likes and dislikes. But here is a word of caution, do not open up too much unless you get a fair idea about every member of your informal group.

Informal groups have an impact on working of organisation. The peculiarity of these informal groups is, the member keep on talking about various aspects of company either positive or negative, which leads to have impact on attitude and behaviour of people. A mature leadership makes use of these informal groups to suffice objectives. So be a part of that informal group which is leading in your interest.



## Organisational politics

Well, this word may sound alarming to entrants but it is true that every organisation envelops an element of politics within. Majority of times it is hidden and only effects can be seen and not the persons behind it.

There are many reasons for politics in an organisation like for personal advancement or for satisfying larger than life ego. Even people holding influential positions in organisations like to put people in their close relations on to key and sensitive areas with an aim to control or even to takeover organisation.

It would be better for the new entrant to identify these causes of trouble and keep aloof of it as far as possible as these contacts may not serve any purpose in future.

In this era of competition organisations are striving for survival and for better survival. Survival is a quest. In industry you are observed and your competitors may invite you to join offering lucrative pay packages. Many times it does not matter to whom you are serving at present but what matters is what profile you are managing and how best.

So do not love your organisation but love your job.

It should be your aim not to be a supportive or helping hand but to be a contributory hand, the one that has strength and courage to lift the organisation in right direction.

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