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UHL1432 English for Occupational Communication

Job Employment Audit

by

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Chapter Description

- **Aims**
 - Can give a prepared straightforward presentation on a familiar topic.
- **Expected Outcomes**
 - Apply appropriate and accurate language in written and/or spoken communication.
 - Use appropriate and accurate content in written and/or spoken communication.
 - Demonstrate effective delivery strategies in spoken communication.
- **Assessment**
 - Individual oral presentation 10%



JOB EMPLOYMENT AUDIT



FINDING A JOB



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Find out about a job from:

- Newspapers
- Business reports
- Company websites
- Own contacts (networking)
- Job fairs
- Career websites
- Cold calling



Search for opportunities

- **Research the company's background**
 - Mission and vision
 - Organisational chart
 - Check the company website and other relevant social media
 - Analyse the job description (requirements and responsibilities)



• **Research Yourself**

- Review experience and career interests
- What is relevant to this particular job
- Do online personality test

• **Research Careers**

- Check out similar or related jobs



Employer Expectations



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- Prospective employers will check on applicant core values and accomplishments in order to determine his/her suitability to join the company.
- Always remember that the prospective employers have two questions in mind:
 1. Can you do the job?
 2. Will you do the job?
- Employers also seek an employee who has good work ethic.



1.

Positive Attitude



- Look for the best qualities in your colleagues.
- Accomplish tasks without complaint.
- Willing to take challenges.



2.

Dependability



- Do what you say you will do.
- Your employer and colleagues are able to rely on you to complete your tasks.
- Contribute to the company's goal and success.



3.

Continual Learning



- **Take time to learn new skills**
- Ask questions
- Attend program at work
- Read books



4.

Initiative



- Go outside of your comfort zone
- Volunteer to do new task
- Approach your team with new ideas



5.

Cooperation



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- Able to work well with others
- Share your talents with others
- Able to get along with others



Happy
(Job) Hunting!



Conclusion of The Chapter

- By the end of this lesson, students should be able to:
 - identify the process of finding a job
 - identify employers expectations
 - meet the prospective employers expectations



Reference

1. Employer Expectation. (n.d). Retrieved September 2, 2017, from <http://www.opportunityjobnetwork.com/delaware/employer-expectations-rev3.html>
2. What Does Your Employer Expect from You?(n.d). Retrieved September 2, 2017, from <https://www.ldsjobs.org/ers/ct/articles/what-does-your-employer-expect-from-you?lang=eng>



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