

Getting a Job and Career Progression

Today's column is for them, who are in search of better jobs or want career progression. Among the executives or managers, I think almost every one will fall into this category. This article is also for them who are entering into the job market or career world for the first time in life.

In think everyone of the above category must know how to chose and get an appropriate job. But irrespective of disciplines our executives or would be executives generally are not well aware of the organized methods – tested by management experts – to get an excellent job. Modern management now believes that in order to get an appropriate job one must go through a systematic process which may ensure better success. It is also believed that in order to successfully get a job one must apply marketing techniques particularly marketing analysis and planning.

I myself conducted twice a course on career planning in a private university for MBA students where emphasis is put on equipping the students with the latest know how and techniques to withstand successfully the rigorous recruitment system of the excellent organizations. With this experience, sometimes I feel that our training institutions should provide pragmatic courses to help executives or aspiring executives in their careers. In the developed countries and even in our neighboring India many experts or institutions are now imparting such knowledge and skill to people concerned.

According to such experts following essential steps should be followed for effectively choosing and getting appropriate jobs:

- **Making a self-assessment:** Self evaluation or assessment is the most important part of a job search. It contains impartial evaluation of own interests, strengths and weaknesses. In this regard consultation can be made from relevant books or career consultants.
- **Examining job specifications and job description:** Various job specifications and job descriptions are published in job advertisements. These are to be closely observed to see what positions best matches with ones interests, desires and abilities.
- **Developing Job-search objectives:** One should initially proceed with broad and flexible career shopping list. Only after exploring many options one should being to focus on specific and desired job.
- **Assessing the job market and opportunities:** Different publications show current job openings for hundreds of

- companies seeking executives for various positions, fresh graduates and experienced or advanced degree people. Proper assessment should be made through analyzing the future growth and profit potential of the company and industry, chances for advancement, salary and perk levels, tours and other important factors.
- Developing search strategies: Contact for jobs with the companies can be made through on campus interviews, through phones, writing the company directly, through head hunting organizations or through references.
 - Developing curriculum vitae / Resume and cover letter: One's CV or Resume should persuasively present his / her abilities, education, back ground, training, work experience and personal qualifications but it should be brief. The covering letter should also be professional, concise and interesting indicating difference from others.
 - Obtaining interviews: Before appearing at the interview, enough preparations should be there. Interview should be given with confidence and in a relaxed manner.
 - Follow up and post evaluation: After giving the interview, if within specific time, one is selected for the position, the objective is fulfilled. Otherwise, evaluation should be made for failure and endeavor should be made for the next search and interview.

In this article, what has been stated for getting a job is valid for the unbiased evaluation by the employers. But if the case is of utter nepotism and influence, then all these rules of game will never bear any result. But we believe that, even in Bangladesh there are still places where people get jobs based on qualification and performances in the interviews, since excellent companies always require excellent people to work with.