

Major responsibility of education today is to offer good citizens to the society. The aim of education in schools should also be to offer a useful person to the society. Education should offer the school children the necessary guidance to face the future world of work successfully. For this, it is necessary to provide facilities throughout the entire curriculum of the school.

To win the world of work:

- Selection of future job opportunities
- Fulfilling the required qualifications for job/career expectation are important

To fulfill such expectations, the study of this chapter will be of vital importance. By study this chapter you will be able to understand the following:

- Identifying the available professions/jobs/careers in the world of work
- Selecting a job/career having identified your skills/capabilities
- Preparation of job application forms and CV (Curriculum Vitae)
- Developing the skill of facing an interview
- Working efficiently and co-operatively in the place of work
- Maintaining balance between your profession/work/career and personal life
- Managing/preforming/handling one's own affairs, with a sound financial management

Revise the lessons in Grade 8, you have learnt about the world of work.

6.1 Maintaining a personal profile

The figure below makes clear that there is a social as well as personal value of every job or career.

Jobs/careers in the world of work



Before you consider a job, it is important to evaluate your own capabilities, skills and preference. You may have different talents. You are the only person who is well aware of them. In the selection of a field of career, your own choice will be more important than one selected under the influence of the others. Therefore, maintaining a personal profile, including your personal qualities, skills and desires will be useful in search of a job in future.

When the teacher inquired the children about the things that should be included in a personal profile, the following are some answers given by them;

Saman

- Teacher, it should have personal information as name, date of birth, address, number of birth certificate, term test marks of previous years, certificates achieved, details of awards, names of parents, their occupations, telephone numbers, etc.

- Nimali** - Teacher, I think our personal qualities should also be included.
- Fareed** - What are they Nimali?
- Nimali** - Dedication, tolerance, determination, courage to face challenges
- Nazeefa** - What about our skills teacher?
- Teacher** - Yes, tell us.
- Nazeefa** - Communication skills, leadership, ability to work together, to write, to sing, self-performance.
- Kadireshani** - Yes, not only that, our additional qualifications should also be included. Certificates obtained in singing, debating, sports at school level and outside can also be included.
- Teacher** - Yes, very good. Now isn't it clear that many things about you can be included in the personal file? Maintaining a personal file of this nature will be quite useful for any person's future.

Considering the answers of the students, the teacher has summarized the facts that are to be included in a personal file. She put them on the black board as follows:

| | |
|---|--|
| <p>1. Personal Information</p> <ul style="list-style-type: none"> ● Name ● Address ● Telephone number ● Date of birth ● Age ● Educational qualifications | <p>2. Personal qualities</p> <ul style="list-style-type: none"> ● Dedication ● Pleasantness ● Friendliness ● Generosity ● Expressing ideas directly |
| <p>3. Personal skills</p> <ul style="list-style-type: none"> ● Aesthetic skills ● Sports skills ● Driving skills ● Language skills | <p>4. Personal behaviour</p> <ul style="list-style-type: none"> ● Sociability ● Ability to work alone ● Ability to work as a team ● Sharing |
| <p>5. Experience at school</p> <ul style="list-style-type: none"> ● Class monitor /Prefect ● Cadet ● Scout ● Vehicle pioneer ● Environmental pioneers | <p>6. Experience outside the school</p> <ul style="list-style-type: none"> ● Participating in shramdana campaign ● Participating in disaster management activities ● Assisting services in Elderly Homes, children orphanages ● Welfare activities of students ● Working in various societies/ organizations |

Let us see the importance of maintaining a personal file:

- To know about the capabilities and incapacabilities
- To understand preferences
- To understand weaknesses and to avoid them
- To understand the skills that are to be developed
- To establish self esteem
- To get it helped in selecting a job

Activity 6.1

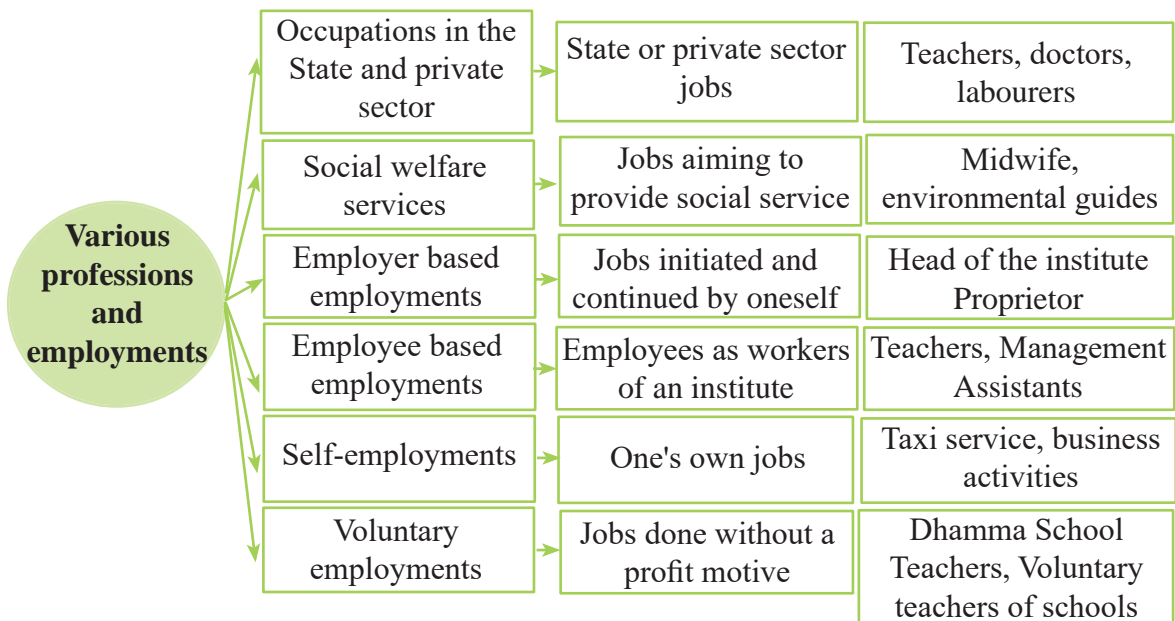


Pay attention to the facts that are to be included in a personal file. Initiate an attractive personal file and take steps to maintain it.

6.2 Different professions and occupations in the world of work

World of work is also attractive as the natural world. Various professions are available there. Possessing a knowledge of various professions in the world of work is very important. This will be very helpful to you, when selecting a suitable profession of your choice in future.

Various fields of occupations available in the world of work are shown below:



Employments can be categorized according to the place of work.

- Domestic/indoor employments - Engage in offices, shops, factories, etc.



- Outdoor employments - Farming, road construction, construction work, etc.



- Employments in fixed locations - In factories, in offices, in shops



- Mobile employments - Hawkers sale of goods by traveling, etc.



Have you seen some indigenous physicians treating free of charge? They value self-satisfaction more than money. Even in paid occupations if we work with pleasure, without limiting our service to money, it will be beneficial to the country, as well as to you.

For continuous existence of society, it is essential to supply various Jobs and services. Therefore, every job is important to the society equally. Every employment has some value and dignity and acceptance at a high or low level. As some think, it is not suitable to categorize employments as high ranking or low, the reason being that every job is equally required by the society. It is clear that some are tempted to categorize occupations on the basis of quantity of labour spent, expected income or social status. But you may realize that such categorization is not suitable or necessary.

Activity 6.2



Study job vacancies/advertisements in a week-end paper. Select and entre them in the relevant column in the given three columns.

| Government sector employments | Private sector employments | Self-employments |
|-------------------------------|----------------------------|------------------|
| | | |

6.3 Pathways for different employments

There are different pathways to enter a profession or an occupation. It should be selected to suit and realize future hopes and goals. Thereby your educational activities can be easily planned to suit the world of work. Your personal abilities, preferences and skills should be considered. Some examples for such occasions are given below:

- **Selection of subject streams in the school**

You who are studying in Grade 9 this year will enter Grade 10 next year. There are six core-subjects and three basket subjects for you to select. On such an occasion, there are some facts to be considered. For example, your ability to study those subjects, desire and the connection with the future world of work are some of

them. Similarly, when selecting basket subjects, whatever the job you aim at, special attention should be paid on Civic Education, a subject, which develops attitudes, skills and knowledge to live as a good citizen. The reasons for that is at present, or in future, in whatever job you are engaged in, value of humanity stands above all.

Having passed the G. C. E. Ordinary Level examination, when you go to the G. C. E. Advanced Level class, there are some streams like Science, Mathematics, Vocational/Technical subjects, Commerce and Arts. In such a situation, selection of the stream and subjects should be done to your expectations.

| A/L subjects | Examples of available jobs/professions |
|--------------------------|--|
| Science stream | Medical, dentistry, Administration service, laboratory technicians, nursing, teaching, etc. |
| Mathematical stream | Engineering, computer or electrical engineering, Administration service, Draftsman, etc. |
| Commerce stream | Managers, Administration service, Accountants, Accounts clerks, Businessman, assessors, teachers etc. |
| Technical subject stream | Computing, motor mechanism, electricians, machine repairing, teaching, etc. |
| Art stream | Administration service, lawyers, teaching, supply of services, Clerical, Salesman, teaching profession, etc. |

According to the above table, it will be clear to you that attention should be paid on the fields of jobs. Selection of subject streams should be done on your own will and ability and not on the wants and desires of the others. This will be more useful for your future.

- **Academic/ Professional qualifications**

In the selection of a job, it is required to have academic and vocational qualifications.

Academic qualifications - G.C.E. (O/L) G.C.E. (A/L) Diploma (example: Music, Agriculture, etc.)
Degree (Science, Arts, Commerce, Technology, etc.)

Professional qualifications - Qualifications related to the job engaging at present or to be engaged in future.

Example: Diploma for teaching profession,
 Training in Teachers' Colleges, Bachelor of education
 Postgraduate Diploma in Education

● **Formal and in-service job training**

In the world of work, persons with academic and professional qualifications, skilled and creative abilities have a great demand. At present, there are various institutions and various courses for formal training for jobs. In Sri Lanka, to qualify for professions, the NVQ (National Vocational Qualification) has been introduced. Under this, short term, full time and diploma courses are conducted by the institutes like the National Youth Services Council. To obtain degrees, a Vocational University has also been established.

Institutions and courses for professional training are shown in the diagram below:



● **Vidatha Centers**

In addition to above professions, pre-service and in-service training are given after recruitment as well as before recruitment.
 (Examples: Teaching profession, Operating machines, etc.)

Activity 6.3



Get the students to collect information on institutions for professional training and exchange them with the other friends in the class.

There are many institutions to get information on professional courses:

- Department of Technical Education and Training
- National Apprenticeship Institute and Technical Training Authority
- Vocational Training Authority
- National Youth Council

Other than these, information on professional courses can be obtained from newspapers, gazettes and the Internet.

6.4 Required qualifications and experience for jobs professions

- Importance of selecting subject streams for jobs

Qualifications alone are not sufficient to do a job or a profession. For that, it is important to have experience too. Specially for professions like medical and law, it is compulsory to complete prior experience.

Specially as students, it is very important for you to select the subject stream to suit your career pathway. An extract from a speech made by a speaker, at a workshop held for students who have passed G. C. E. O/L examination in the selection of subject stream, is given below:

"You are now getting ready to overcome the second step. But, for that, it is important to select suitable subjects and suitable streams. First think of the job you are going to do in future. For example, if you wish to seek a job in the field of banking, what subject stream should you select? Isn't it the commerce stream that you should select?"

Mentioned above is only one fact. In addition to that, what are the things that should be considered when selecting a subject stream?

1. Whether the subject streams suit your skills
2. What are the other educational and training courses that could be followed through those subject streams?
3. Whether there are chances for higher education through the selected subject stream?
4. Whether there is a possibility to pursue studies in the selected subject stream in your school?
5. What would be the job opportunities in future on the selected subject stream?

If you can answer these questions successfully, you will be able to enter the world of work diligently in future. It will be clear to you that many students of the present day, select subject streams on the wish of the parents, as the other students do the same subjects or they can go to an urban school. So, can you see in society that there are many who fail examinations and unable to face life successfully?

Nimal - Teacher, are there any other needs to consider when selecting jobs?

Teacher - Yes, Nimal, besides subject streams, there are many other things. One is academic, timely, emotional and physical demand

Thamara - What does that mean teacher?

Teacher - For every job, there are special academic qualifications. Look at this table;

| Occupation/ profession | Academic qualifications |
|------------------------|--------------------------------|
| Teaching profession | Degree, passing A/L |
| Legal profession | Degree in Law |
| Medical Profession | Medical Degree |
| Nursing | Pass in A/L Science stream |
| Filed of Accountancy | Pass in AAT, CIMA examinations |

Teacher - Is it clear now?

Careemdeen - Yes teacher, but what is timely demand?

Teacher - It means, qualifications for various jobs may vary from time to time. At present, to be a clerk, a pass in A/L is sufficient. But later it may require a degree instead.

Neranja

- Then what is physical and mental demand?

Teacher

- It means to do a job, there should be a good mental readiness and a good physical fitness. If physically disabled, a driver's job cannot be done. Can he?

Ok, did you understand now? Then, when you go home today, refer to some papers and scrutinize job advertisements. Write down academic qualifications for five jobs.

Kasun

- Teacher, is it necessary to have a special experience for jobs?

Teacher

- Yes, to be a teacher, a special training is necessary. A relevant degree and a professional training is essential. For example, we can cite training in a College of Education or Post Graduate Diploma. For the job of a driver, it needs a special experience. For occupations like motor vehicle repairing, house-wiring, medical profession, a practical training is made compulsory. Further, a different exceptional courses also can be followed. For instance a clerk can follow a Computer Science Course and earn additional income.

Have you seen advertisements published for jobs? Newspapers, gazette notifications, Internet, and websites are mostly used as media for this purpose. Other than those banners and notices and handbills are also used.

In the past, the easiest way of getting vocational training was from family members. Agriculture, fishing and carpentry are examples.



A child doing carpentry work with father



A child doing agriculture with father

You also may have similar experiences. You too can get vocational training and knowledge from the employments of the family members. It does not mean that the same job of parents should be followed. But you can get the initial training and valuable experience by that, to do a job. Also you will have the self-esteem of your capability to do something.

It may be clear to you now educational qualifications and experience have equal importance in doing a job.

For free distribution

Activity 6.4



Examine the job vacancies available in newspapers, gazettes and Internet.

| Job | Required | Experience |
|----------------|--|---|
| 1. Electrician | Pass in G. C. E. O/L, Having followed a Technical course | One year experience in a reputed institute. |
| 2. | | |

6.5 Preparing a Curriculum Vitae

Curriculum Vitae is forwarded, when applying for a job. The word Curriculum Vitae. Which is derived from Latin, means a record of life routine. Curriculum Vitae can be identified as a complete personal profile.



**INSTITUTE OF INDIGENOUS MEDICINE
UNIVERSITY OF COLOMBO
RAJAGIRIYA
VACANCY**

Applications will be received by me for the following post from those who have required qualifications.

TEMPORARY RESEARCH ASSISTANT

(Biology, Botany, Zoology, Chemistry, Agricultural Science, Bio-Chemistry, Ayurveda/Unani/Siddha)

Qualifications:

1. A First or a Second Class (Upper Division) in a Special Degree Examination in the above Subjects

OR

2. A Second Class (Lower Division) in a Special Degree Examination in the above subjects

OR

3. An ordinary pass at the B. Sc Special Degree Examination in the above subjects

Special Note: Holding a Postgraduate Degree (M Sc.) will be an additional qualification.

Age: Not more than 45 years

Salary Scale: Rs. 26,020.00 (Fixed) + Cost of Living Allowance
Eligible for University Provident Fund & ETF

All applications should be forwarded to the **Senior Assistant Registrar/ Establishments, Institute of Indigenous Medicine, University of Colombo, Rajagiriya** by the given format with relevant copies of the Educational Qualifications under registered cover stating the post on the upper left corner of the envelope to reach on or before 22nd August 2017.

Applications which are not attached copies of the certificates and uncompleted will be rejected without any prior notice.

Employees in the Public Service, corporations and Statutory Boards should forward their applications through the respective Heads of the Departments.

Director
Institute of Indigenous Medicine
University of Colombo
Rajagiriya
10.08.2017

For obtaining high salary and high professional opportunity by being a partner of a massive project build up in Sri Lanka affiliated with an international institute

Three months special training course certifying the job 100%

Training on office management, co-ordination, communication and IT etc from simple to complex

Education up to G. C. E. O/L is considered as the minimum qualification

Apply today itself without wasting your time, money and labour for various courses

For those who complete this course are eligible to obtain a job with **Salary between Rs. 20,000 to Rs. 50,000**

Reputed, valuable certificate is also awarded, High positions for those who show special talents

Course fee Rs.10,000/- The course can be initiated by paying Rs.500/- as the registration fee. 50% of the course fee (Rs.5000) can be paid as monthly installments.

The rest can be paid from your first salary

VACANCY



Competitive Examination for the Recruitment of Graduates to Grade 3 - 1 (a) of Sri Lanka Teachers' Service for the Vacancies Existing in G. C. E. (A/L) Sinhala, Tamil and English Medium Teaching in National Schools – 2017

Website

Handbill

National Gem and Jewellery Authority
Ministry of Mahaweli Development and Environment




Vacancies

It is announced hereby the advertisements for the following vacancies are published in our web site www.ngja.gov.lk from 15.05.2015

Final date for calling applications 29.05.2015

1. Geo scientist - Vacancy 01
2. Legal office (JM) - Vacancy 02
3. Development Assistant (Regional) (MA 5 - 1) - Vacancy 05
4. Promotion Assistant (MA 5 - 1) - Vacancy 01

Chairman and chief Executive officer
National Gem and Jewellery Authority
No 25, Gallface Terrace, Colombo 03
Telephone : 011-2329295/2325364/2390645-8, Fax :0112-2320758
Web : www.ngja.gov.lk

Paper advertisement

There are 3 main ways for us to respond to a job advertisement

1. By a bio-data from
2. By a job application
3. By a letter

Next, let us examine how Curriculum Vitae is prepared.

It is important to prepare your Curriculum Vitae to be prominent and attractive. It should not be too long, but should contain all the essential information. Following information has been indicated to show the importance of a proper Curriculum Vitae by Bright and Earl, 2001.

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Educational qualifications

School education, higher educational institutions, certificates obtained, (including institution, year, standard of the certificate)

Professional qualifications (relevant experience)

Relevant experience for the job, special skills for that, etc.

Previous job details

Institutes, job duration, designation, trainings, scholarships and achievements of the previous work place, if a job had been done.

Skills

Sports skills, aesthetic skills, writing skills, skills in language proficiency, etc.

Awards achieved

Awards achieved (if any) on your special skills/aptitudes, achievements (special medals, patent rights, etc.)

Publications

Articles, books, research reports, (if any) published by you.

Professional membership

If you have held posts in other professional organizations, particulars of them posts held in social organizations, particulars of membership.

Qualities

Dedication on entrusted responsibilities, tolerance, and friendliness, generosity, etc are examples.

Hobbies and preferences

These can be mentioned very briefly.

(Non-related referees)

It is necessary to name two persons, who are not your close relatives. Their names, telephone numbers, addresses and posts, etc. should be given.

Let us prepare an attractive Curriculum Vitae

When entering into the world of work, a keen competition can be seen. Therefore, your Curriculum Vitae profile should be attractive and prominent, out of other profiles. The diagram below shows a few facts regarding the preparation of such a Curriculum Vitae profile.



- State the required information clearly and accurately
- Include a clear photograph
- State information, the special skills and achievements
- State all particulars about you
- State the professional qualifications, and experience, related to the job applying for
- State the experience related to the job applied
- Cleanliness
- Attractive finishing
- Should be short and simple
- Include only true particulars

Activity 6.5



Prepare your Curriculum Vitae, including your particulars. Attach it to the personal file you have prepared earlier.

6.6 Completing a job application form correctly

The following is an extract of a discussion between two Grade 8 students

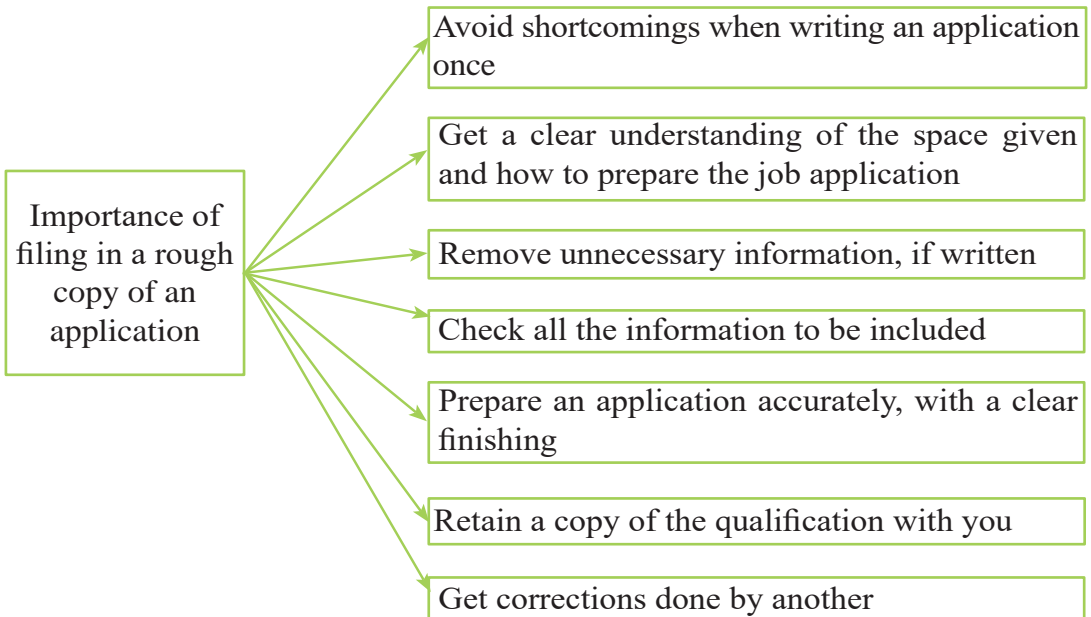
- Shameera** - Nimal do you know that my brother fills in applications for jobs everyday?
- Nimal** - Oh! what's it? My brother too is the same. But so far, not a single interview called for.

Shameera - My brother says he doesn't know if his way of filling in applications is correct. He says that may be the reason for not calling interviews for him.

Nimal: - There our teacher is coming. Let us ask how to fill in an application form.

- **How to fill a job application**

Sometimes, a model application form for a job is supplied along with the advertisement. Some application forms can be bought from the market. Similarly, in some job advertisements, instructions are given to send an application written in one's own hand-writing. In such an instance, it is quite essential to prepare a rough copy of the job application. Let us first see the importance of preparing such a rough copy of the job application.



Application for the post of temporary driver Global Link corporation

1. Name with initials :
2. Initials stand for :
3. Permanent Address :
4. Permanent district :
5. Gender :
6. Date of birth : year : month : Date :
7. Age as on the final date of submitting application :
8. Citizenship by generation or registration :
9. Civil status :
10. National Identity Card Number :
11. Telephone Number :
12. Educational Qualifications :
13. Professional and other qualifications :
14. Service experience :
15. If being accused at court, explain the punishment

I certify hereby the information given above are true and accurate. If these, information are found inaccurate, I will become ineligible before appointing and if such found after appointing the service will be terminated.

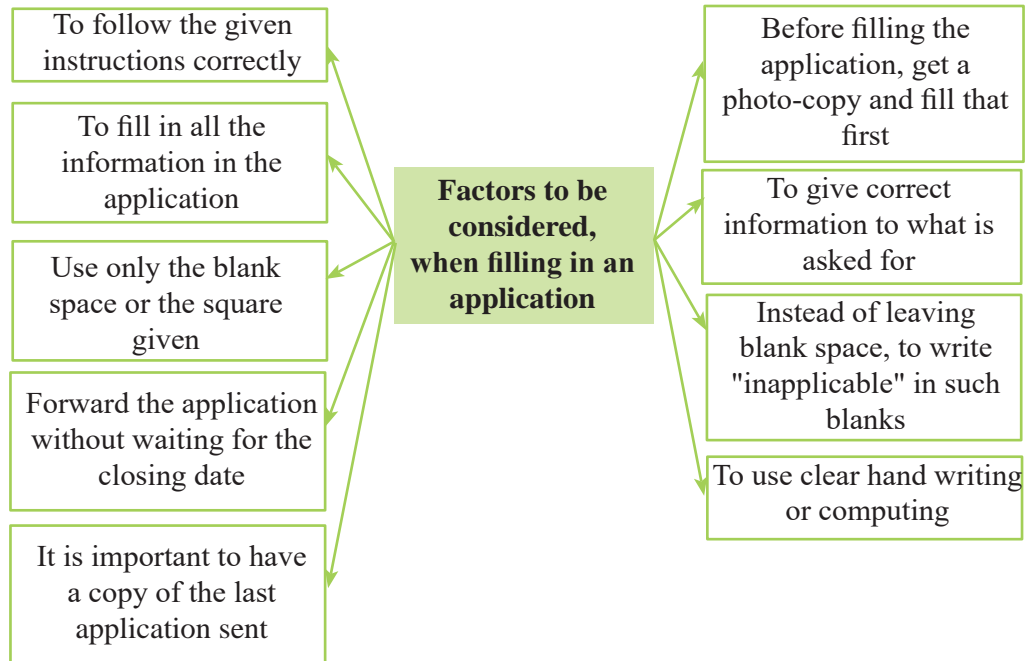
Date :

.....

Signature of the applicant

At the very first sight, although a Curriculum Vitae profile and a job application look similar, yet it is clear to you from this picture that a job application is different from a Curriculum Vitae form.

- Basic factors to be considered when filling in an application.



It is important to keep a copy of the application form, a copy of the advertisement for the job and the receipt you get for registering the application, if you need to make an enquiry later on.

When applying for a job, the Curriculum Vitae form has to be attached to the application. It is important to attach a covering letter with the application.

6.7 Writing a letter for a job vacancy

Sometimes, when applying for a job, instead of sending a Curriculum Vitae profile, or an application, it can be done by a letter too.

Remember the factors that should be mentioned in the application or the Curriculum Vitae. A summary of those factors should be stated in writing a letter.

According to your letter, the employer will make a pre-evaluation of you. The letter should be well written and forwarded to attract the receiver.

M.P. Samarapala
No. 36, Uda Para
Ja Ela
28.08.2017

The Chairman,
Ja Ela Pradeshiya Saba,
Kandana

Dear Sir,
Recruiting for the post of Temporary Driver

This is with reference to the newspaper advertisement on 25.08.2017. According to the advertisement, I wish to apply for the post of temporary driver. I, who completed my education up to G.C.E. (O/L) have a heavy vehicle licence too. I have worked as a driver for more than 3 years in Udayasiri Company. Further, I would like to mention that I have physical qualifications as mentioned in the advertisement as required. Certificates related to the qualifications and experience are attached herewith.

Accordingly, I kindly request you to recruit me to the above post and I wish to inform that I will work to my level best if I am enlisted.

Thanking you,

Yours sincerely,

.....

M.P. Samarapala

Mentioned below are some factors to consider when writing a letter for jobs. What you studied in your Sinhala lesson in writing an official letter will be useful for you.

Importance of preparing a draft for the letter of application

- Ability to give logical sequence of content
 - e.g. : First, include the facts to be stated first, and later ones the later.
- Ability to include all the information required
 - e.g. : Educational qualifications, experience, preferences and hobbies.
- Ability to present important factors in an order
- Ability to write the letter accurately

Logical sequence of the content in a letter

e.g. : The letter is from whom, name, address and date

The letter is for whom; Name, Designation

Address of the receiver

Title of the letter

Basic factors to be included in the letter

- Date of the newspaper or gazette in which the vacancy is advertised
 - Information required from the advertisement.
 - Answering all the points relevant as mentioned in the advertisement
 - e.g. : professional skills/ achievements
 - Attractive presentation of information

To forward the application attractively;

- the highest qualification you possess
- Achievements at national and international level, are very important to be stated.

Importance of responding to the vacancy before the closing date

The advertisement itself mentions the closing date for applying for a job. It is important to send the application before the deadline due to the following reasons:

- To avoid the delay in the post
- To facilitate the employer to take future steps regarding the vacancy
- Ability for the employer to understand the interest of the applicant for the vacancy

It is very important to forward your letter to be received before the closing date. By that you can show your interest and it makes your letter more attractive than the others.

Activity 6.6



An advertisement was published in a weekend newspaper regarding vacancies of masons in a work site of State Engineering Cooperation. Prepare a letter to apply for the above post. Act a role play a mock interview for that.

6.8 Developing of interview skills

After applying for a job, the next-step is to face an interview, when called for.

An interview is a verbal test, conducted by the employer to examine your suitability for enrolment to the expected job/occupation.

- Ways of conducting interviews

There are 3 types of interviews conducted to select for jobs.

I. Individual interview



Head of the institution himself questions the candidate verbally. Interviews of this nature are conducted, specially in the private sector to enroll workers for business enterprises, garment factories owned by a single person.

II. Group interview



These interviews are held to enroll workers for government and large scale private sector institutions. Generally there can be two or more persons in the interview board. When selecting for high level occupations, there can be about five people seen in the interview board.

III. Practical interview



Sometimes for jobs that need to test practical skills, practical tests are conducted in addition to verbal interviews. Specially in the case of computers, jobs in the technical field and music and dancing, practical tests are conducted. At present at the recruitment of teachers also, practical tests are conducted.

● Importance of developing interview skills

It is essential to face interviews with a prior preparation. It is great to be successful at the interview, when a number of persons participate in the interview, for the same job, with equal qualifications as yours. If you can face successfully, you will be able to get a job and if you fail, you will live without a job for a long time.

To face an interview successfully, Charlie Marshalls 2016 has indicated some procedures to follow:

- Wear a formal dress properly. It is not suitable to go in a simple dress. Your dress should show your personality and an attractive look.
- Take an additional bio-data sheet, a note book, a pen and other necessary things
- Do a rehearsal
- Get a good knowledge of the institution that you go for the interview
- Work to scheduled time. Go to the relevant place of interview early.
- Do not argue or be critical with the interviewer or the board.
- Answer the questions frankly, honestly and not in a debatable manner.
- During the time of interview, show your politeness and learnedness.
- Never boast of yourself over the limit. Try to be you yourself.
- If you had been employed earlier, never express condemnation statements.
- During the time of interview, maintain your body language and speech positively.

When facing an interview, it is natural for any person to be stressful or be excited. A proper training will minimize stress and enable to face the interview successfully.

Activity 6.7



Group the students in the class into two groups and hold a mock interview as a role play.

6.9 Importance of facing an interview well

The perception formed about you at the interview will stand important a long way. How qualified you are, your selection or rejection will be decided on the way you face the interview.

The following are some instructions given by the teacher in charge of Civic Education to a group of students, how to face an interview successfully.

- Nimal: - Sir, our brother is scared because he has an interview tomorrow.
Teacher: - Needn't to be scared when you learn how to face an interview, it will be ok.
Nimal: - How is it sir? Please tell us.
Teacher: - The first thing is our personal appearance
Nimal: - What's the personal appearance sir?
Teacher: - When we appear for an interview, our dress, the way of the hair cut, our make-up etc.
Rajini: - It is not good to do too much of make-up. Isn't it, sir?
Teacher: - Quite right Rajini. You must be simple and charming. Then only the interviewers will be pleased
Abdul: - What are the other important things sir?
Teacher: - Wait. I'll tell you. Look at this poster.

Factors that should be considered when appearing for an interview

- Personal appearance
 - Do your hair in a suitable way
 - Make up
 - Dress
- Body Language
 - Sitting posture
 - Eye contact
 - Facial expressions
 - Use of hands

- **Attention and interest**

- Maintaining a good rapport with the interview board
- Require a training to win the attention of the interview board in a disciplined way
- Pay attention and reply directly to questions of the interview board
- Appear before the interview board diligently and without laziness

- **Speech and use of language**

- To speak clearly and audible enough to be heard by the interview board
- Using the language politely and courteously

- **Being courteous**

- When entering and leaving the place where interview is held, behave politely
- Address respectfully and be disciplined when taking seat and leaving
- Answer the questions of the interview board respectfully and politely
- Behave before the interview board respectfully

An interview is a competitive stage. Sometimes 10 or 15 candidates may appear for the same job. Here, if you wish to get a better place over the others, you should face the situation in a good manner. Whatever certificates you possess, perhaps another with less educational qualifications may get the job as he or she faced the interview successfully.

Activity 6.8



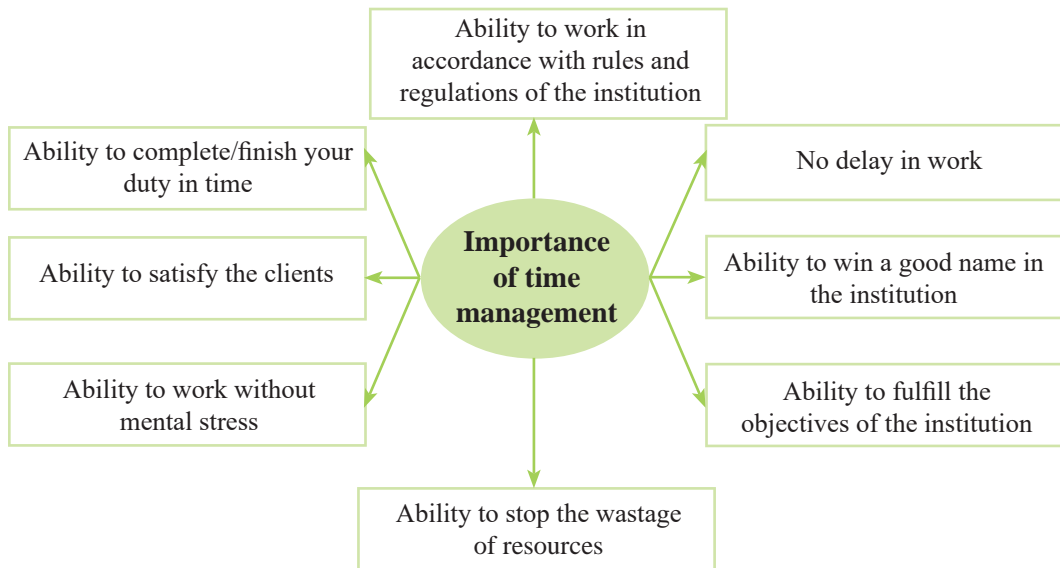
"Write an essay on "if you want to pass the interview" suitable to be published in a newspaper.

6.10 Proper time management

After passing the interview, you are able to get the job. If you want to be successful in your job there are many qualities to be developed. Given below are some examples:

- Determination and dedication
- cultivating dignity of labour
- working in response to the expectations of the employer to attend to employees' needs
- cultivating efficiency and productivity
- proper time management
- accurate finance management
- personal behaviour
- maintenance of balance between occupation and personal life.

Out of the above skills, the most important is the time management, because the value of time is a resource. There is an old saying, "Time is golden" to show the value of time. To make activities in the job to be successful, time should be divided according to the work. That is Time Management.



Given below are some methods for time management:

- To understand the duties assigned to you well
- To arrange them in the order of priority
- To allocate a time limit for each duty
- To follow a daily time table
- To assess the progress of the scheduled work at the end of the day
- Inquire reasons for delay and incomplete duties
- To arrange an alternative plan when taking leave

A person can divide one's time into three parts as given below;

Personal time

Time to be spent for personal affairs is introduced like this. It should be used apart from time of duty.

Time for work

Time you have to spend to work in the office or work site is called this. In Sri Lanka, it is considered as eight hours.

Time for studies

Time allocated for training and completion of qualifications is called this. Sometimes leave is granted by the institutions and directed for educational activities.

As the employers always pay their attention on efficiency and productivity, Time Management is highly important.

Efficiency: using limited resources to the maximum

Productivity: achieving initially planned aims in the same way

If time is not managed properly, it is difficult to gain efficiency and productivity.

Concern of the employer on productivity and efficiency

- It is the expectation of every employer to maintain productivity and efficiency in his institution.
- Therefore, it is the right of employers to expect a service from the employees, in return for money and other facilities offered to them.
- So that the employee should consider it as his right and his duty to do the service without any reluctance.
- If these duties are well performed, institutions can reach productivity and efficiency very easily.



This story is told of an unannounced visit by John F. Kennedy to the space center at Cape Canaveral in the mid 1960s. Kennedy toured the complex and met a man “What do you do here?” he asked. The man replied, “I’m earning a living.” Kennedy nodded and moved on. He met another man and asked the same question. “I clean away all the rubbish” the man said. Kennedy smiled and strode on until he met another man and put the same question again. This time a big smile came across the face of the man who replied, “My President, I am helping to put a man on the moon.”

When you employ in an institute, you should have a wide intention to achieve the broad vision of the institute more the little work you do for it, or the wage that you obtain for it.

Activity 6.9

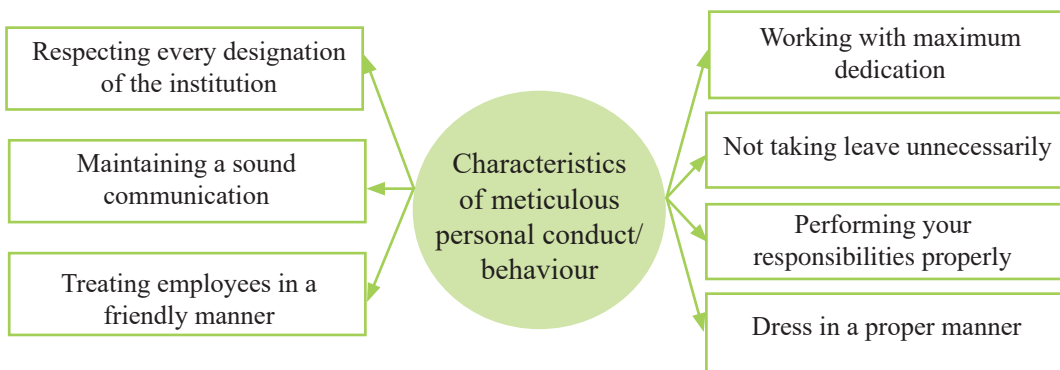


1. Prepare a daily time table to do your school activities.
2. Prepare an article on 'Importance of Time Management as a citizen.

6.11 Maintaining personal behaviour

In an institution there are people engaged in different levels of occupations. Therefore, it is essential to maintain your personal conduct well in the place of work. We must keep in mind that behavioural problems of a person will have adverse effects on the others too.

The chart below shows some facts to consider regarding personal behaviour:



When the institution has faced some difficult situations, all should work collectively and protect from such adverse conditions.

It is the responsibility of every employee to maintain his own behaviour in and out of the institution, to protect its dignity.

In addition to this, there are a few behavioural patterns to be followed by the employees;

- To behave in such a way that your behaviour may not harm or bring dishonour to the others
- Adjust your behaviour in order to achieve the objectives of the institution
- Report for work on time
- Not to delay work unnecessarily
- Offer your service to the institution voluntarily at times of need
- Work to use the resources to the maximum
- Not to harm the good name of the institution

The behaviour of the employee directly influences the good name of the institution. Personal behaviour of every individual affects the activities of others and on their behaviour itself positively or negatively.

To be drunk on while on duty, chewing betel, smoking, malpractices, getting bribes, keeping away from place of work unnecessarily and engaging in corruptions will bring dishonour to the institution.

Specially to report for work on time, engage in work during working hours and leaving on time are important. To systematize attendance, most of the institutions have introduced marking the card and placing finger print instead of the signature book. One should be mindful the behaviour outside the working place too.

6.12 Proper personal financial management

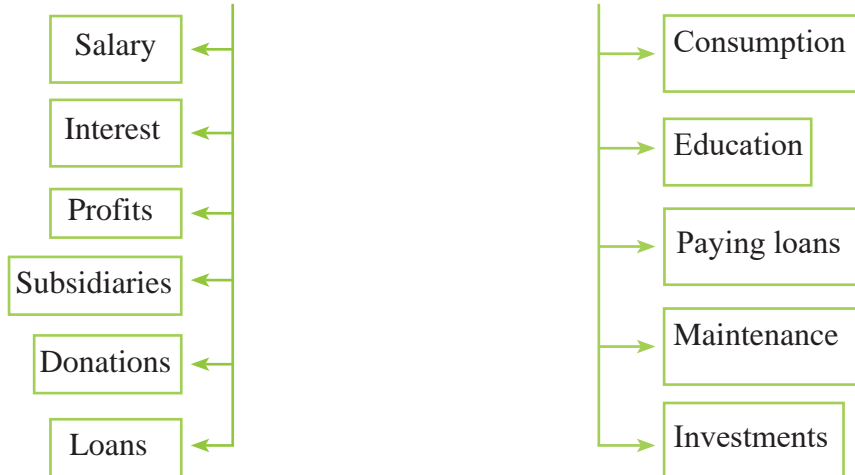
● Income and expenditure

It is necessary for any person to have some income to live. For that, to engage in some occupation or profession is essential. If not, he must have some other way of getting an income such as subsidies or donations.

Personal Financial Management

Income

Expenditure



Company Name

[Address]
Salary Slip

Employee Name: _____

Designation: _____

Month & Year: _____

| Earnings | | Deductions | |
|-----------------------|-----------------|------------------------|-----------------|
| Basic & DA | 5,200.00 | Provident Fund | 358.00 |
| HRA | 3,000.00 | E.S.I. | 120.00 |
| Conveyance | 500.00 | Loan | - |
| | | Profession Tax | - |
| | | TSD/IT | - |
| Total Addition | 8,700.00 | Total Deduction | 478.00 |
| | | NET Salary | 8,222.00 |

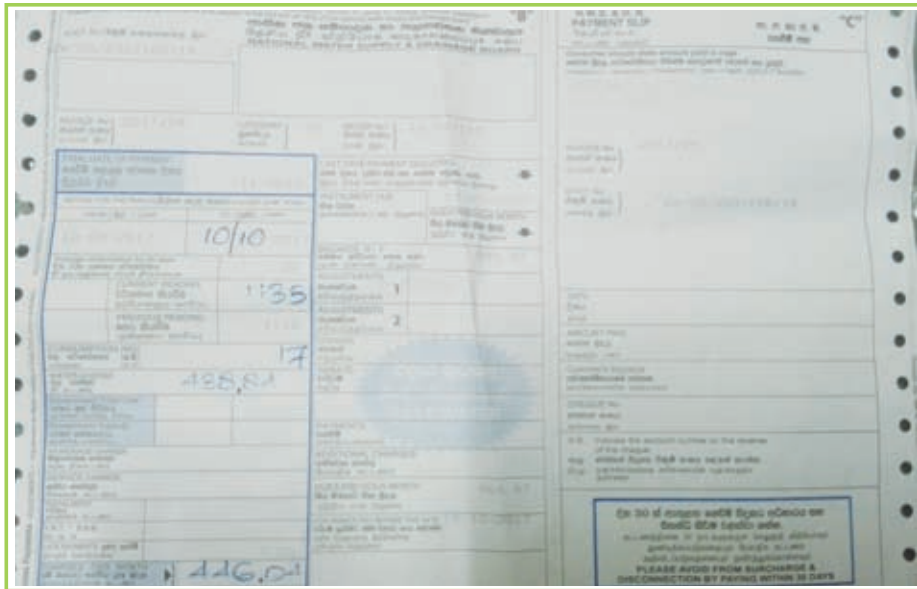
Dollars Eight Thousand Two Hundred Twenty Two Only

Cheque No. _____ Name of Bank: _____

Date: _____

Signature of the Employee: _____ Director: _____

Pay Slip



Bill

For a successful living, it is essential to spend within the income. In this regard, it is needed to use money carefully.

Spending money in normal or emergency situations

As there can be instances where one has to allocate money for day to day activities, as well as at emergencies, one must possess enough money.

- **Opening and maintaining bank account**

In utilizing money, maintaining a bank account, makes day to day financial transactions easy, provides financial security and an extra income. Obtaining an interest monthly or annually from a fixed deposit in a bank can be cited as an example. Through which personal financial management too, takes place.

- **Savings for future**

It is essential to save money for future in personal finance management due to following reasons:

- If there is a break down in earning under the expected conditions of income
- Use in unexpected problematic situations, if any emergency causes
- To be used at old age or after retirement
- To live without being burden to the others

- **Avoid dealing with loans for consumptions**

It is always advantageous dealing with loans, in your financial management. There can be unexpected troubles when dealing with loans or giving loans in day to day activities.

Specially, one should not take loans for daily consumption. It is important to manage the expenditure according to one's income.

- **Advantages and disadvantages of using credit cards**

What do you know of credit cards? A credit card is a way of taking money on credit.



Picture of credit cards

Your family members also may have similar cards. Discuss with them how to use credit cards. There are advantages and disadvantages of using these cards:

| Advantages | Disadvantages |
|---|---|
| <ul style="list-style-type: none"> ● Better security than portability of money ● Decides on the maximum credit level for a person ● Interest free time period for payment ● Ability to get various rewards on the amount spent ● Ability to transact with any kind of currency ● Credit facilities on emergencies ● Ability to pay bills in time | <ul style="list-style-type: none"> ● A tendency to go for unaffordable consumption due to use of credit cards ● A high rate of interest is charged ● Possibility for an outsider to misuse ● Getting additional charges for payments ● Sudden change of conditions ● Tendency to spend lavishly ● An extra charge is added for delay in payment of balance ● Becoming a long-time debtor ● Charging high annual fees |

The main problem specially when using credit cards without a limit for services and goods is that we inescapably become long-term debtors to credit card companies.

The use of credit cards is suitable for busy people with a permanent income, for systematic payment of water and electricity bills. Those who are not frugal in spending and heavily in debts, without a permanent income, will face more problems by the use of credit cards.

- **Investing or saving for future**

It means that the investing or saving money for future business or for making personal life successful.

Example: Investing in business, Investing in fixed deposits

The pension or the provident fund rights at old age should be managed and utilised with a good management very carefully.

If you are engaged in a job where no pension or provident fund or other benefits are given, it is important to manage savings and finance in a methodical way for the future.

Similarly, it is important that we should save some money for the future from the income we derive from the occupation. When it happens to leave the job or go on retirement, the money, thus saved could be made use of. In an urgent necessity of money this saving could be used as for a loan. If employed in a job with no pension, this saving could be used for future investment.

It is important to spend the money derived from the pension or Employees' Provident Fund in a balanced way. Specially when you are without a job, your value also depreciates. In such an instance, if this money is invested properly to get an additional income, you will be able to lead a happy life of retirement. At present, banks have made arrangements on the savings of senior citizens to offer a higher rate of interest and special concessions.

Activity 6.10



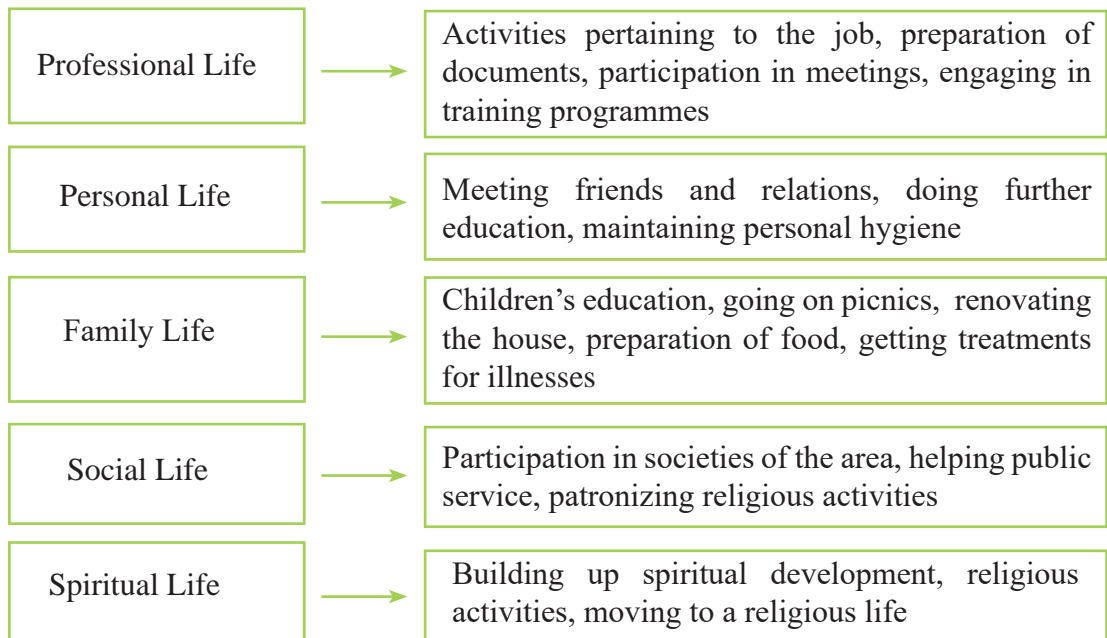
Prepare an article to a newspaper on ‘Advantages and disadvantages of using credit cards’.

6.13 Maintaining a balance between work and personal life

It is very important to keep balance between work and personal life, not allowing problems to arise. When work and personal life are entangled with each other, both occupation and life will be bitter. Leaving for home after finishing duties of the job in the office itself, we can have a successful personal life. To work over time to earn more than what is required, and to engage in additional activities make the personal life problematic. Spending a few hours with family together, is necessity. Household activities, educational activities of children, taking meals together, engage in pleasure trips, engage in sports, participation in religious activities and engaging in social service and family affairs will promote physical and mental health.

As well giving preference to personal life, neglecting professional work may cause displeasure among employers, employees and other workers of the institution. Therefore, it is important to have a balance in personal, social and professional life.

A person has to pay attention to five activities in daily life;



Performing these activities in a balanced way, makes a life successful. Refraining from taking liquor, drugs and smoking, keeping away from bad friends, not to engage in anti-social activities and keeping away from corruptions and frauds help to keep a balance of life.

Financial difficulties can be regarded as a main cause for professional and family problems. Financial problems arise due to excessive spending of income. It is essential to control unnecessary and extra expenses to manage with the income. When financial difficulties arise, attention should be drawn to get assistance from close friends. You can borrow money from parents or friends. If you are used to credit cards or to borrow on interest, the problems will aggravate and will never be able to get rid of it. Planned or systematic management raises the efficiency and productivity of the institution, whereby the employer is benefited. It paves the way for a successful personal life. Money is needed for life, but it is important to bear in mind that money is not life.

Activity 6.11



Write an essay on 'Systematic work enhances personal life and occupation'.

Summary



- One will be able to understand self, when a personal file is maintained from childhood.
- Before selecting a job, understanding one's skills abilities and preferences facilitate the selection of the most suitable occupation.
- There are many job opportunities in the world of work. It is important to analyze them carefully and select the most suitable job for you.
- Filling in a bio-data form or an application for a job accurately, will make it easy to win the competitive world of work.
- An understanding of the different interviews and receiving a training to face them successfully will be of tremendous help to win the future targets in life.
- Time management and finance management is essential for a successful life.
- Maintaining the personal conduct well, will be equally important for personal life as well as for professional life.
- Maintaining a balance between personal as well as professional life immensely helps to build up personal and social development.