



EMPLOYABILITY SKILLS

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Abstract: Getting employment is becoming a rare commodity nowadays. In the present cutthroat world, the young graduates and technocrats have to do more than what they think and imagine, now, in order to secure a job. Unless they fix a target for themselves as early as possible in their life, it is highly impossible for them to reach the most cherished places. Unless they follow proper methods as to reach the targets, they fail in securing wanted jobs. I try to give certain objectives to the job seekers. I discuss various kinds of Employability Skills in this article. In the process of getting job: how one can be advantageous, if one has Employability Skills and how one can remain disadvantageous, if one does not have them. The problems faced by instructors and learners have clearly been discussed and appropriate recommendations are suggested at the end of the article.

Key words: Employability Skills, Objectives, Types of Employability Skills, Advantages, Recommendations.

I. Introduction:

Though the concept of employability skills is not a new one, the necessity for learning and understanding employability skills has become very important to an (a would-be) employee in the recent times. The tradition of recruiting a candidate with particular skills for a particular job is out fashion today. The traditional bench marks or parameters to recruit an employee fade out.

Traditionally the recruiters pick up the graduate those who have received the education that is related to the field into which they are being recruited. For example, a commerce graduate is recruited to work in banking or the fields related to finance. But, today, an arts graduate or a technocrat can enter the field and do job as a commerce graduate can do. It becomes possible only with the arrival of computer and the development of technology.

The process of recruitment is totally changed. The traditional practice of recruiting employees those who have specific qualifications to work in a specific field has gone since with advent of technology and

usage of computers in all fields of work and in all walks of human life.

Today, you can enter any field, if you are capable of doing the job well. No one cares for the titles of the degrees you have after your name, they only care for whether you can do the job well. It becomes possible as the work nature of the industries is changed rapidly recently. As a result of globalization, the world market opens to all equally. If you have knowledge enough to carry out the business, you can enter the trade you are interested in. Your knowledge is your capital and investment. So, the present market requires employees who have different skills, use them wisely, are adaptable and work in all sorts of situations.

Employers look for the candidate with multi-abilities and skills. They search for and recruit candidates with employability skills because they can generally be self-confident; can maintain positive attitude all the way; are reliable, responsible; who can evaluate a situation authentically; who can solve the problems and create opportunities on their own; who have social skills and attitudes; who have healthy competitive spirit; can deal with tough people and

situations with ease; can be respectful to their colleagues, superiors as well as to their customers; are willing to initiate things; can get the best of the resources; are able to set goals and achieve them; are the most adaptable and flexible people; can work under any circumstances; are able to take the responsibility for their mistakes rather than blaming others.

a set of achievements – skills, understandings and personal attributes – that makes graduates more likely to gain employment and be successful in their chosen occupations, which benefits themselves, the workforce, the community and the economy. (Mantz Yorke : 10)

Mere knowing skills is not enough; it is very important to use them effectively for the best of the development of the individual and organization he is working with. The candidate should know how to apply or utilize the skills to exploit their assets, to market them, and sell them. The candidate should use his knowledge to use those assets and to exhibit them to the recruiters at the time of recruitment since the employers (recruiters) prefer the young graduates who have sufficient employability skills.

It is already proved that proficiency and efficiency in English language increase a candidate's chances of getting a job in any multi-national company. It also brings changes in your attitude.

Efficiency and fluency in communication skills play a vital role in the process of 'on' and/or 'off' campus recruitment in most of the Indian technological institutions. Plenty of opportunities and chances are there to get a job easily to those who have excellent employability and language skills. Language laboratories in the educational institutions are the main sources which can provide the learners with the required facilities and training facilities to learn and improve the employability and language skills.

English language communication skills lab enables the learners to present a presentation with power point. It provides training to the learners to perform well in interviews, group discussions, presentations, debates, and public speaking. Learners can easily

overcome their shyness as they participate in pair and group activities conducted in the language lab.

II. Objectives:

Unless there are specific targets or objectives, nothing can be achieved. There is no exception to language labs too in this regard. Language labs are established in order to achieve certain objectives and to reach the fixed goals; learning an alien language and training the learners to be employable. The role of a language lab is extending from mere facilitator of the appliances for learning an unknown language to be a training place where all required employable skills are learnt or trained. In accordance with the new purpose of language lab, it gradually expands its scope to be a training center. And so the objectives of the language lab are increasing day by day. A language lab as a training center aims to prepare the learners to be employable:

- To make the learners speak in English spontaneously, fluently and effectively
- To make them write letters, applications, reports and emails
- To make them write and present a presentation
- To make them able to express their own view on a respective subject
- To make them give their opinions freely on various things
- To make them able to give commentary on a mute picture that is played on screen
- To make them present a difficult issue in a simple and systematic way
- To enrich their intellectuality
- To enable them to learn various skills
- To develop their understanding and attribute skills

- To make them master the target language and use with much ease

III. Types of Employability Skills:

Since employability skills play a vital role in getting, sustaining and/or seek another new job, the aspirants of the jobs in the MNCs should know and understand what are the employability skills and how they are useful and helpful to them in getting and doing a job.

Employability skills are basically generic skills or job-specific skills which are very important ingredients in securing a job along with the academic skills or knowledge. In accordance with the nature and requirement, the employable skills are classified into different groups. Let's have a glimpse at them:

Learning skills:

Willing to learn skills and other things always, willing to attend workshops, training sessions, willing to contribute to the process of learning, keep in touch and update with the changing trends, prefer to experiment and practice etc.

Self management Skills:

Self-management, self-awareness, self-assessment, self-confidence, self-advocacy, self-presentation, self-control,

Communication Skills:

Oral communication skills, interpersonal communication, skills for corresponding with internal and external people, customers, other business people,

Written communication skills; business writing skills, report writing, documentation skills, process sheets writing, emailing, faxing, using twitter, blog, facebook

Reading skills; text reading skills, reading comprehension skills,

Listening skills; understanding skills, showing empathy,

Telephone etiquettes; telephone skills, video conference skills,

Thinking Skills:

Rational thinking, analytical thinking, critical thinking, logical thinking, research skills

Working Abilities:

Adaptability, flexibility, coping with uncertainty, ability to work under pressure, willingness to take responsibility, understanding the needs of customers

Working Skills:

Teamwork skills; initiative skills, leadership skills, followership skills, active participation in group discussions, willing to share information, willing to cooperate and help co-workers, seeking or giving help, providing positive feedback and receiving feedback positively,

Career management Skills:

Time management, skills for prioritizing tasks, organisation skills, action plan skills, prepare and follow to-do lists, decision making skills, responsibility skills; loyalty and commitment, honesty and integrity, reliability and reasonable

Problem solving skills; conflict resolution skills, delegation skills, negotiation skills, resourcefulness, explore and create opportunities, transition skills, able to translate ideas into actions, sense of humour

Business skills; commercial awareness, financial awareness, business ethics, business etiquette, able to understand and apply mathematical concepts, able to analyze and apply numerical data, customer service skills,

Technological Skills:

Technological savvy, knowing the use of IT, able to apply and exploit information technology, basic concepts of information technology, managing files on system, Microsoft word processing, Microsoft Excel Spreadsheets, Database, e-mail, powerpoint presentations, podcast, pdf,

IV. Abilities needed while doing a job:

To sustain the job you have got in an organization, you need to learn, know and be able to use different skills. Being efficient all the way while discharging your duties will make the management feel you are an asset for them. An employee in a company is expected not only to merely discharge his duties but also to have certain skills and able to utilize them effectively.

Reliability: Reliability in your talk and walk is essential in getting identity while working with an organisation.

Commitment: Committal attitude towards your work and organisation will make you more reliable.

Consistence and Perseverance: Consistency and perseverance in accomplishing your tasks because consistency in your performance will speak of you a lot.

Integrity: Working with integrity, which is very essential factor at any working place, will make you a good productive employee.

Adaptability: A lot of people involve in accomplishing a task you need to adjust yourself with the all sorts of mentalities and situations.

Resourcefulness: You must be able to achieve your targets with limit sources and time.

Stress management: A lot of pressure is on you from your leaders as well as from your customers, so you have to able to manage stress successfully.

- Sometimes you need to work and manage things with the available time and resources.
- Though you are a technical graduate, you need to have managerial skills to be a good employee.
- You need to have the knowledge of finance, law, rules, business ethics, about patent rights, political and social conditions in which you are working.

V. Advantages:

Employability skills are basic and fundamental skills make the learners employable. They are very essential in holding a job effectively and productively. They are helpful not only in getting a job but also sustaining it. These skills are helpful in doing a job successfully. These skills make the employees flexible in their thinking, and working. These skills are necessary for the employee to transform themselves from one position to another position in the same organisation or to shift from one organisation to another organisation.

- Employability skills empower the learners to do their jobs consistently and successfully.
- If technical skills are important to doing a job, the employability skills make the 'doing' more easy and productive.
- The skills enable the learners to maintain congenial atmosphere at workplace.
- The employees who have these skills are able to strengthen their weaknesses on their own.
- They are much useful in meeting the workforce, and organisation needs, satisfying the requirements and delivering quality goods.
- The skills enhance the employees' personal abilities as well as increase the productivity of the organisation.
- Both technical and commercial knowledge will help the candidates do their job more comfortable and wisely.

VI. Conclusion:

Problems:

It is widely learnt that many of the Indian IT industries are struggling to accomplish the fixed tasks and achieve their targets due to lack of sufficient skilled employees. T here is huge gap between the

industry requirements and the abilities and skills of the young technocrats. Industries prefer to continue the retired people rather than recruit the new employees. Many of the big companies in India are investing huge amounts on research and training given to their employees.

The reasons may be many for the above mentioned problems. Most of the Indian English teachers are not much familiar with language labs. A few of them, who are working with engineering or technological institutions, have touch with the language labs. Even those who work in technological institutions do not have much knowledge of using technology.

There are psychological and linguistic problem faced by the learners; more than sixty five percent of the students come to a baseless opinion that they do not get jobs because they are from rural background and some of them think that the jobs are meant for a few students. Neither of these opinions is right and suggestible. They come to a fixed opinion that they cannot get jobs in MNCs or that sort of companies and so they concentrate on preparing for bank jobs, any one of or three wings of Indian Defense.

The vernacular influence on the learners' speech is immense; they cannot come out of the influence so easily. Another major drawback is that most of the students who enter the technological courses, do not have proper computer knowledge; at least they do not know how use a PC. After entering the technological courses, they start learning computers mean while, they are lagging in following the prescribed syllabus, due to this they seek help from other students and the teacher, they cannot get it frequently either from the teachers or from the other learners in the language lab. The lagging in learning process push into a sense of inferiority and they psychologically separate themselves from others. They think that they are not competent enough to compete and get the jobs. They think that they have fewer chances when compare to other students to get a job.

A considerable number of the students are as wise as the language teachers in using technology for various purposes the same is the case with language lab usage. The students' ability or knowledge of using of technology makes the language teachers feel

discomfort and insecure during the lab sessions. They feel uneasiness with the lab work and students. This results in poor achievements of all the targets.

If the language teachers are not capable enough to use the available technological aids in the language lab, they cannot make the environment interesting and interactive for the learners. They confined only to their chairs without interacting with the students in the lab.

Students' Apathy: Students' generic apathy for learning new things or for entering into new field is one of the major reasons. In some cases, they are not serious about their studies; they enter the courses only because of their parents' or elders' force. Their actual interests and passions are in other fields. Some students pursue these students only because their friends, relations, neighbours and other people do. Some other students enter this field only because they cannot find another field more suitable than this but unfortunately, they cannot do this successfully.

Low level aims: Their low level aims also a contributing factor for gap between the yearly pass outs and employability. Majority of students are not confident enough to get job in a MNC or even a reputed company. They come to conclusion that they won't get a job which would bring a considerable salary.

VII. Recommendations:

To make the lab activities more interesting and interactive, the learners, the language teachers, and the managements of the educational institutions should know and follow certain things.

It is language teachers' and training people's duty to help the learners know the significance of employability skills. The leaders and recruiters always treat a candidate with enough employability skills can be good asset to the organization.

Recommendations to students:

The young technocrats and other graduates should realize an important thing that we are living in the modern society i.e. 'knowledge society' where

knowledge is the prime mover, capital and investment for the employee and employer. Thus, it is quite natural to the employers to look for people with wide range of knowledge and skills. So, the youngsters must be able to not only get ready to learn new skills, set goals, achieve them but also face rejection, failure.

- Students should realize that the companies give more priority to the multi-skilled candidates at the time of recruitments.
- Students should be able to work independently and in team.

Recommendations to teachers:

- Keeps the learners update and be prepared for the corporate world.
- Technology today is becoming an inseparable part of education. The modern language lab comprises of a range of innovative tools for making teaching and learning more interactive and engaging.
- Language teachers must be flexible in using the available technology in the lab and create their own exercises and tasks.
- There is a dire need for professionals with practical understanding and adequate skills to make the required contribution to the industry.
- People with skills and resourcefulness are crucial into sustain development, economic, and social activity in a knowledge society.
- Essential for today's competitive working environment
- Teachers should inculcate the habit of reflective thinking and learning in the learners.
- The teachers should encourage the learners to plan and prepare for their careers. They should involve in the process, if necessary, they should guide them.

- Provide the learners with facilities to interact with the native speakers through net or other technical aids.

Recommendations to management:

The responsibility of providing or training the technocrats lies on the shoulders of the managements of the educational institutions. Their duty is not only to produce graduates but also to make them employable.

Though there are constant efforts put by the managements in order to make the learners employable, only twenty to twenty five percent of the pass outs are able to get employment soon after their leaving the institutions. This shows the efforts put by the managements are not sufficient to prepare the graduates employable. The technocrats are not able to put their theoretical knowledge into practice. Thus, it is time for the managements to think seriously to impart the employability skills to their students more effectively and successfully.

There is one serious thing that the managements must realize that is the inefficiency of the teaching. Most of the Indian English teachers and trainers take classes without understanding the seriousness and importance of their duties.

It is the managements' responsibility to provide a perfect combination of teacher and technology in the language lab to facilitate the learners with a very encouraging and beneficial environment to learn. The managements have to see whether the language teachers are competent enough and technical savvy to understand deal effectively the language lab sessions.

- The managements have to realize that the existence of the language labs on your campus is not only helpful to the learners but also they empower the teachers and helpful to them in taking classes more easily and effectively.
- If sufficient equipment is available in the language lab, the teachers can engage the learners lively and purposefully.

- The managements must ensure that the faculty is fully trained and on-board with any technology solution.
- The managements should provide proper training and orientation to the teachers who can, consequently, help in facilitating an adequate learning environment.
- The managements should check thoroughly and regularly whether the equipment in the language lab is in good condition which will ensure the smooth functioning of the lab.
- The managements should take feedback from students and this will contribute towards enhancement of the overall teaching learning process through these labs.
- The managements should make the language teacher involve while preparing or purchasing the course material or software.
- The management should take the students to the near industries in order to make acquaintance with the real workplace.
- They have to bring senior employees from different industries as to make the learners know the real experience of work nature.

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