

GUIDELINES

Guidelines Newsletter 9th Edition February 4, 2012

From the Chairman



Dear Readers,

Jumping jobs seems to have become a fashion statement today. Individuals, whether happy or unhappy with their jobs are always on the prowl for new jobs. This attitude causes harm both to the employee as well as the employer. For employees, it harms / hinders the development of long lasting skills and specialization in the area functionality. It reduces the employee “dependability” factor. For employers it comes in the form of huge attrition cost and inconsistency in the company’s area of functionality.

The brain has a peculiar way of functioning. Every skill has to be learned and fine tuned over a period of time. New skills can be learned but they have to be consistently practised for a minimum period of 90 days, for it to become a part you. As the old adage goes “Practice Makes Man Perfect”, have the patience to learn the skill over and over again till you become a specialist in your area of functionality.

- Dr. George Varghese

Job Interview: How ready are you to crack it?

“Be honest and be yourself — your best professional self. Dishonesty gets discovered and is grounds for withdrawing job offers and for firing. You want a good match between yourself and your employer. If you get hired by acting like someone other than yourself, you and your employer will both be unhappy.” *...Read further on Page 3*

How to work happy by tackling J-obstacles?

“You will always have subordinates / colleagues whose behaviours drive you upto the roof. The boss will always be dissatisfied with your work – because he is paid for it! He has to bring out the best in you! There will always be aspects in the work culture that suit you and those that do not suit you!” *...Read further on Page 6*

Want to work with V SOLVE?

Career Opportunities with V SOLVE!!! ...Page 2

E ditor's Note

January – the first month of the New Year 2012 – is over! Each of us must have made some new plans, new resolutions during this month. So how have you managed to follow your New Year resolutions? I hope you are sticking to them!

New beginnings mean new tasks to do. There's bound to be some excitement when you start something new. In this newsletter we are going to see new beginnings as regards career. If you are in search of a new job, then how can you prepare to crack that first job interview?

Also, your task doesn't end after clearing the interview rounds successfully. In fact the real task starts when you are on the job. So, you've decided to spend the New Year happily; but does your work allow you to do so? This question will be answered in the second article of this newsletter which tells us how to work happy by tackling j-obstacles. Some interview tips, some tips to keep you happy at work; well I hope this newsletter just adds to all the excitement and happiness of the New Year celebrations. Read on!

Careers with V SOLVE

<p>CAREER OPPORTUNITY 1: Ref # 865 Senior Executive Administration & HR</p> <p>Roles:</p> <ul style="list-style-type: none"> • Time office, leave, discipline, vendor mgt. • All generalist HR role <p>Years of experience – 3 – 5 years Education – Graduate / Post Graduate in HR / MSW</p>	<p>CAREER OPPORTUNITY 2: Ref # 866 Executive Administration & HR</p> <p>Roles:</p> <ul style="list-style-type: none"> • Payroll administration • Generalist HR role <p>Years of experience – 2 – 3 years Education – Graduate / Post Graduate in HR / MSW</p>	<p>CAREER OPPORTUNITY 3: Ref # 867 Sr. Executive Accounts & Admin</p> <p>Roles:</p> <ul style="list-style-type: none"> • Salary administration • General Administration • Accounting, taxation, filing of returns, statutory payments etc. <p>Years of experience – min. 3 – 5yrs Education – Graduate / Post Graduate.</p>
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To apply, send your resume to: info@vsolvegroup.com. Please provide the Reference ID & Position Title as mentioned above. Add your current & expected compensation details as well.

From the Research Desk

Job Interview: How ready are you to crack it?

You've crossed your fingers, your palms are sweating, and your heart is beating faster than usual – yeah! It's the day of your interview!

First get the purpose right. Why are you searching for a new job? Why have you applied for this specific job? Is this in alignment with your career goals and aspirations?

Often it is observed, that we are constantly searching for jobs. The reasons are many:

- All our colleagues & peers too are constantly searching too!
- We go job shopping for a better deal



- Another field is financially more lucrative
- Find the job boring
- Confused what to do – so take up what's available, hoping to find out what you like along the way
- Compulsive searching on internet job sites ... and so forth

Sooner or later these reasons get evident and reflect on an erstwhile better resume. More than beautifying your resume, it leaves the mind confused as to which field to take up and which way to go. It has been our experience that individuals even at Middle Management positions go through career crises when they find themselves confused and dissatisfied.

They have moved so much up the ladder in a particular field that there is no way to go down and start afresh. And still they dislike what they do. What a dilemma! So what's the way forward?

Identifying the issue areas is the first step. You can't move forward if you don't know where exactly you have faltered. This is not easy, but can be sorted out with the help of a certified career expert. Second step is to draw a path to overcome the issue. Third step would be to define your career goals and fourth step is to achieve your goals in a phased manner.

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This process could be tainted with your feelings of dissatisfaction and your perception of what could make you happy, and hence it will be worth your while to find out a third party to help you in the process of getting back on track.

Coming back to your interview prep, the first step is to design a good resume. Simple things like a spell & grammar check, and correct formatting can add the spice. It's natural to be a little nervous while going for an interview. You know that you are going to be evaluated on all fronts for the job that you are aiming to be hired for.

Here are some tips to help you get through the interview successfully. While going for an interview, make sure that you are not dressed too casually as it does not give a very good impression. Wear formals and light colours that reflect your personality in a positive manner.

Make sure that you arrive on time. In fact leave from your place to reach the venue 10 minutes earlier so that you have some time to settle down.

Be honest and be yourself — your best professional self. Dishonesty gets discovered and is grounds for withdrawing job offers and for firing. You want a good match between yourself and your employer. If you get hired by acting like someone other than yourself, you and your employer will both be unhappy.

While answering the questions, be confident and show the interviewer that you are really interested in doing the job. Wear a positive attitude. The interviewer is evaluating you as a potential co-worker. Behave like someone whom they would want to work with.

Another important factor is to review your CV thoroughly. Interviewers ask questions based on what they see in your CV and there should not be any discrepancy between what you say and what's there on your CV.

Then of course comes the most essential requirement and that is knowledge on the subject. You know which profile or process you are applying for. So, be prepared to answer questions related to the same. For instance, if you are aiming to be a Research Analyst, then know the ins and outs of research, primary and secondary research, and other related areas thoroughly.

Having profound knowledge on the subject matter that you are being selected for gives confidence to the interviewer to select you on the basis of sound knowledge.

As a general guideline, the 10 most desirable traits that all employers love to see in their employees are:

1. A proven track record as an achiever; especially if your achievements match up with the employer's greatest wants and needs.
2. Intelligence. Management savvy
3. Honesty and integrity
4. Good fit with corporate culture. You need to be a team player
5. Likeability, positive attitude and a good sense of humour.
6. Good communication skills
7. Dedication - Willingness to walk the extra mile to achieve excellence.
8. Definiteness of purpose. You need to set clear goals.
9. Enthusiasm and high levels of motivation.
10. Confident and displaying healthy leadership skills.

Following are 10 things that interviewers / companies dislike the most –

1. Dressing too casually
2. Badmouthing past employers
3. Show up unprepared
4. Too less or too much talk
5. Tell jokes during the interview
6. Telling lies



7. Fidget, bite your nails, drum your fingers or show nervousness
8. Chewing gum during interview
9. Smoking just before the interview
10. Being disrespectful towards the interviewer

These are just tips to help you ride smooth through the interview. You may wonder then – what about the luck factor. Here, I'd like to point out that success depends on hard work – yes. But sometimes luck has an important role to play. So, why not just have luck also by our side by taking blessings of the Almighty, parents and elders. That's the most you can do – right?!

So, follow the above simple tips and remember wear your luck on your sleeve and I'm sure cracking the interview will only be a cake walk. Wish you all the best!!!

PRODUCT SHOWCASE

To get a tailor made job profile today; please call V SOLVE at 9096022363.

PRODUCT 1:

JOB PROFILE

Tailor made & relevant to your
job & functionality

** Service available across
industries across functions!*

How to work happy by tackling J-obstacles

How to work happy by tackling J-obstacles



“Obstacles are the things you see when you take your eyes off your goal”

Happiness depends on one’s mind. It’s largely a matter of choice. Yes. You may not be happy with your job, your boss or the work environment or anything else; but if you choose to be happy, then you can have a smile on your face in the worst of circumstances.

Some of the J-obstacles may be:

1. Not comfortable with your job profile
2. Have a grumpy boss
3. Dislike the work environment
4. The tasks are too tough to handle
5. Your salary is not good enough to make you smile
6. Not-so-friendly colleagues

All these obstacles can be dealt with if you have the determination to do so. After all as the saying goes “Obstacles are the things you see when you take your eyes off your goal”

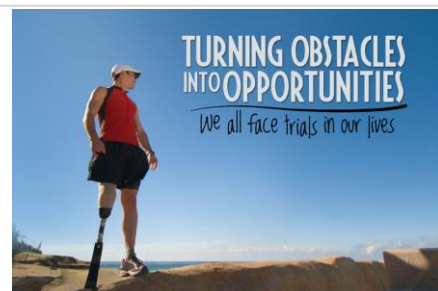
Fight the situation: Your goal is to be good at what you’re doing and be happy. First of all, try not to get discouraged. Instead, try to find ways to fight the situation. This is what most successful people do – instead of running away they face the situation and emerge winners. So remember “Don’t flight; just fight”.

Talk it out: You can also seek help from people who are close to you and whom you trust.

Talking it out with these persons will lift the burden from your head and make you a little comfortable knowing that you are not alone; but have someone whom you can look up to in order to share your problems. To seek actual solutions to overcome issues, and receive the correct guidance, you need to speak to a certified career expert!

Take a break: I’m sure this sounds way too easy and way too familiar. Yes, but taking a break and diverting your attention for a while to something else can cheer you up. So, just take a stroll or even a tea/coffee break that helps you get fresh and all set for doing a great job!

Take feedback in the right spirit: A feedback is often known to motivate employees at work. So, may be not every single day but most often try to get a feedback from your boss as to how you are performing. Praises are always welcome; but remember to take the criticism too in the right spirit. Only, then the feedback will actually serve its true purpose of getting the best out of you.



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Avoid negativity: Choosing to be happy at work means avoiding negative conversations, gossip, and unhappy people as much as possible. No matter how positively you feel, negative people have a deep impact on your psyche and you tend to develop negative thoughts and get disturbed. So, as much as possible, avoid this kind of a company and be with people who feel more positive about their jobs.



Do not jump into a job change!

Job search: This is usually the activity that most individuals resort to when they are feeling way too uncomfortable at the present job. Instead of identifying the issue and tackling it, the blame is put on the job or the boss, the employer, the colleague, the subordinate and even the work culture. The compensation too is not left out of the “problem net” and is dragged inside with the others.

The easiest thing is to start looking for a new job. I request you to take a pause here and think... The challenge here is the challenge everywhere! You will always have subordinates / colleagues whose behaviours drive you upto the roof. The boss will always be dissatisfied with your work – because he is paid for it! He has to bring out the best in you! There will always be aspects in the work culture that suit you and those that do not suit you!

This understanding will bring you peace and happiness and help you in bringing about a change in your present circumstances. Take action to get you out of discomfort – but take it at the right time. Overcome your current J-obstacles, leave the job victoriously and not as a failure.

While handling the j-obstacles the following “Not-to-do’s” might also be of some help. Let’s take a look at what not to do while handling obstacles –

1. Avoid gossiping and badmouthing company and/or co-workers. That sets in a lot of negativity and will add to your frustration
2. Avoid job hopping. Job hopping is not the solution for handling obstacles. In fact it is something that will aggravate the problem as it reflects badly on your resume. Job hopping will make you appear as someone who is weak, inconsistent and flees from responsibility. So it’s best to avoid it under all circumstances.
3. Avoid missing office too frequently. This will lead to serious consequences later on affecting your pay, promotion and your impression in the office. Even though you are plagued with problems at work, try to be present in office and tackle them there.
4. When you are back home, leave all work related stress aside and enjoy the peace of your home and the joy of being with your family. It will act as a daily natural energy booster.

- V SOLVE RESEARCH TEAM MEMBER



V SOLVE Contact Details:

Head Office:

Address:

884/8 Upendra 1, Top Floor, Opp. Nisarg Restaurant, Nal Stop, Karve Road, Pune - 411 004, Maharashtra, India

Tel: 020 2544 0221 Mobile: 9096022363

Website: www.vsolvegroup.com

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