

What Organization/HR expecting From Your Curriculum Vitae and Importance Practices in Sri Lanka

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Abstract— The main aim of this essay is identify why curriculum is important in Sri Lanka and what factors should consider when CV is prepared in addition with that what are the practices available in Sri Lanka. HR of every srilankan organization what expecting from curriculum Vitae that thing discussed in this paper. This Essay included most of the authors and book regarding curriculum Vitae related references. In findings, Srilanka some rural place youngsters are very lacking the awareness about curriculum Vitae and those practical practices. This article gives them to preparation factors of curriculum Vitae and applications method.

Index Terms— Recruitment, Human Resource Manager, Shortlisting, Selection, CV.

I. INTRODUCTION

Nowadays peoples complete their education very successfully but the difficulty arise when people start to find jobs because lack of awareness in career opportunities and job tools using for recruitment and applicant actually do not know what HR expecting from the position that they recruit. Employees are the most important resources for a company. Every organization clearly mentioned what they expecting from employee through the Job description and Job specification with an Advertisement. the people or Employees are major property who work in order to achieve the goals of the organisation Be it sales, HRAccounting, Finance legal or any other department in a company, selecting Most suitable person or the right person with the correct skill sets with right post is the biggest challenge. As HR/Personnel Managers, we often find ourselves having to go through stacks of CVs on a daily basis. HR managers or Employer play major role absorbed best CV from the application pool. AS tempting as it is to simply skim through them, this process should not be taken lightly because somewhere in that stack, there may be the perfect candidate for the position you need to fill. The employer Ultimate Goal will be finding best suitable candidate to his organization. HR shortlisted their employees based on CV. In Sri Lanka private organization recruiting employees-based n the CV But Public sector not using or comparatively very less in usage of CV based Recruitment. The aim of this Essay to understanding the CurriculumViate Concepts and what HR Expecting from your curriculum vitae.in addition with that Identify how Sri Lankan organization recruiting staff based on the CV. End of this Essay people able to understand and preparation cv and the organization HR expectation from CV in further they will capable to gain the knowledge CV Staffing practices in Sri

Lanka.This article evaluate based on previous papers and internet sources.

In Srilanka graduates or job seekers get know the practices that involving the recruitment based on the CV but before that How to prepare cv is very important.CV is a document or file that provides an employer with a detailed statement of a job applicant's prior Job role work experience, professional or academic educationAchievements, and Distinction/accomplishments. The CV often supplies an Employment or Hire objective to find or get suitable job .which consists of a summary of skills, knowledge, and potential contributions; a summary of personal data(Name,ID,Address,Gender), professional, and humanitarian volunteer work, a list of certifications,the mention of any additionalrelevant Fieldwork/coursework CV book has to stand out from the crowd ... has to attract with its good sense, its insight and its practicality. This one does. – The Daily Express First of all the meaning of Curriculum Vitae (CV) is a short and brief written explanation of the major achievements and contributions of your life. It comprises key information with regard to yourself, your academic and professional education, your employment experience and other important events.

Employers can receive many CVs for a job which has been advertised so it is important to impression to attract their attention. Most people do not spend as much time on their CV as they should, so if you write a professional, high quality CV you will stand out from the rest.

At the, present Actual fact is the organization or Employer Does not know anything about physically until you faced first interview so you cannot be impressed your organization the place itself Before that but Organization call for interview based on your cv. Therefore, your cv should be impressive after that only you can attract your employer in your interview if you short listed only. In beginning CV is determined factor your career so awareness in CV is very important in present world. It helps to have a step-by-step process to go through, both in terms of the time it takes, the level of frustration when you see that stack sitting on your desk, and the very strong urge to procrastinate. But as a job seeker we need to do some active preparation for your career. Thebest, first we have to concern about CV.

A perfect cv goes a long way. Your CV is often the first impression a potential employer has of you. For this reason, it is often referred to as one of the most crucial steps taken during a job search.

II. WHY CV IS IMPORTANT

- As a HR they expecting that Without a positive initial impression, a prospective employer or

organization is likely to stop considering you as a fit candidate for the job on offer and move on to other candidates who have provided better CV.

- **HR Expecting impressive document that Think of a CV as a tool for marketing yourself.** It's more than just a document: It outlines your background, your skills, and your education so that a potential employer is quickly and easily able to see how your individual experiences can contribute to a company's success.

Your CV is the first chance you get to make a good impression on a potential employer. A top-quality CV will considerably boost your chance of getting a face-to-face interview, so it is worth spending time and effort on the content and presentation. It will make all the difference in obtaining the position you want. You must therefore highlight your skills, expertise and value.

Make sure that you are summarising and accurate. Your CV should not, generally, be longer than two pages, so make sure that you tailor it specifically to the job you are applying for and include the skills, qualifications and experience which are most suited to the job. An employer will want to find the following information in your CV

Job seeker/Personal details – Include your name and address, a phone number, and your email address. You may also add your nationality, gender and date of birth if you wish, but they are not obligatory.

Personal profile – This is elective may be optional, but it can be very effective in summarising your areas of expertise and characteristics. It is good to include your enthusiasm about working as academic or professional and what motivates you about the industry. Use keywords and keep it brief and concise.

Key/Significant Skills – Include any skills you have learnt or expertise such as secretarial or IT skills. Explain what you think your personal skills are.

Employment history – Start with your current or last employer and work backwards. You should include the dates of employment, your job title, name of employer, nature of business, responsibilities, duties and achievements. Try not to leave gaps in your employment history; if you do, it is advisable to account for such times.

Education and qualifications – Write in chronological order a brief list of school, college and university qualifications, such as O-levels, A levels, etc., together with the grades you obtained. Then list any further qualifications you have obtained, together with the names of the awarding bodies. When you include the Degree/ Diploma, make sure that you mention the units you covered and that you studied through The Institute of Universities and colleges. If you are currently studying for a qualification, mention it together with any results achieved so far.

Interests – This is optional but gives you a chance to portray something about your personality. Keep it simple, mention what you do in your free time and note any achievements.

Special Note-You can attach any professional member or ID, Participation of workshop, Publication, Article, Award you have received and achievements.

References – There is no need to write the details of your referees on your CV. Simply state that they are available on

request, but make sure that you know who your referees are and that you have asked their permission to use them. IN normal practices family relationship not allowing to put references. When preparing CV below factor may concern

- **Structure/CV Layout**- The most important aspect for any cv is the layout. CVs must be neatly designed so that it gets noticed. The academic qualifications, past work experience, achievements, extracurricular rewards etc all must be highlighted separately. If the CV is shabby and unstructured, there are high chances it would get rejected even without notice.
- **Perfection writing/Language**- Resumes with incorrect spellings and grammatical errors are a big turn off for companies. The CV is the face of a potential candidate and hence it has to be very accurate in terms of language and grammar.
- **Consistently Strong academic record**- Companies mostly prefer a candidate who has been consistent in scoring well in academics. The reason being that a company wants consistency in the attitude that reflects from a confident CV.
- **Application/Relevance of Work Knowledge**- One of the most important aspect would be previous work experience. The more relevant the experience would be, more would be the chances of being shortlisted. Companies would definitely want a resource who has worked in a similar area before. This would also make sure that the learning period and training required would also be less.
- **Positions of responsibility**- Companies give a lot of importance to candidates who have handled a position of responsibility. The reason is that the company wants to nurture people who can steadily grow in their environment, handle a team and then can be a part of a company's succession plan.
- **Distinction/Awards and achievements**- A student with good marks and good awards will always be better than someone with only excellent academics. Companies always look out for all-rounders who have a sound overall personality. They should not be book worms but should be dynamic in all activities which are given to them.
- **Size/ Length of a CV**- Every HR manager has to work endlessly going through multiple applications. Single page CVs with crisp information provided are considered to be the best. If the CVs are two or more pages, the HR loses interest as not only is there paucity of time but also important credentials might get missed.

There are a lot of applications that HR managers receive for any vacancy available Hence it is always a major task to

shortlist candidates for an interview. And when a lot of applications apply for a position or a job opening, most of the candidates are simply rejected basis their CVs. Therefore, it is critical to have a good strong crisp CV.

HR adopting practices in CV shortlisting in following way. (The Curriculum Vitae Handbook, by Rebecca Anthony and Gerald Roe)

1. A first reading of the job candidate's CV allows for a first pre-selection of the candidates. It avoids conducting useless interviews when the qualifications of a candidate clearly do not meet the basic job requirements (i.e. when the candidate does not dispose of all the necessary critical skills or experience).
 2. The candidate's "longevity" in the different positions he/she has occupied also provides some useful information. Very frequent changes of activity can indeed give the impression of a certain professional instability.
 3. Gaining an idea – going beyond mere technical skills – of the interests and motivations of the candidate in relation to the position and/or the organization. The visual aspect of the statements, its writing (syntax, orthography, etc.) and structure will also give an indication on some of the candidate's skills.
 4. The references mentioned in a CV may be used at the end of the selection process in order to decide between two candidates who offer equivalent profiles. They can thus prove useful for the recruiter in many respects. Collecting complementary information on the candidate's proven skills and behaviour.
 5. CV Obtaining information relative to the person's social interactions and everyday life.
- Here as an applicant or Candidate or job seekers when posting CV to job market following factor should be considered. (The CV Book: Your definitive guide to writing the perfect CV Paperback – 30 Jul 2009).

III. PROFESSIONAL AFFILIATIONS

proof documentation details should be attached in your interview file. If you belong to professional organizations (either as a student or regular member) or hold professional certificates or licenses, a section on professional affiliations may be useful. Include membership, offices held, and work done for the organization. Stay or Keep your CV focused-Make sure your CV is focused on a specific role.CV should be differentiate based on career ambition or goal. If the person needs to become good at academic in future then the person should prepare academic CV based on that motive of ambition. A lot of people have multiple skills and experience and try to show all of these on their CVs, leaving recruiters uncertain what they do. If you are a project manager and a business analyst and you are interested in both types of roles then consider creating two versions of your CV with one focused on project management and the other on business analysis. Do not

be multiple applicant.CV should vary based on job requirement. Consider changing your job title-Some companies use weird and wonderful job titles that make perfect sense internally but don't mean much to the outside world. So, if you are an assistant lecturer when you actually manage your academy, consider changing the job title on your CV to academic which accurately describes what you do and is a title that recruiters might actually search for. Equally if you are a "client relationship manager" when actually you manage sales then consider changing your CV job title to sales manager. Why? Well recruiters often search the internet and job boards for people by job title so if you have an unusual job title your CV may not be picked up in those searches.Don't send out the same old CV for every job.

The major important point cv should be genuine not be fake information. Don't lie on your CV; untrue credentials can land you in a soup (The writer is Director, Start-up Hiring, and QuezX.com). It's a sad fact that most of the job hunters I speak to who claim to have applied for 50 jobs and had no response admit to having sent out the same CV for every job. This just doesn't make sense. You must customise your CV for every job application. Check the job advertisement (or even better, the more detailed job specification) and see what skills and experience are required. Pay particular attention to the "Essential Skills and Experience" and be sure to include reference to each one in your CV. Keep it short. Keep it short and sweet. I often see CVs of five or more pages (the record so far is 25 pages). Unfortunately, recruiters simply don't have time to read very lengthy CVs so try to get everything on to two pages or three pages at the most. If you have had a lot of jobs (perhaps as a contractor or consultant) then consider referring to your early career for all jobs from more than 10 years ago. Just put the dates, job title and the name of your employer but leave out the details.

IV. CONCLUSION

CV with HR in any organization is a serious business as the success of any organization or efficiency in selecting right candidate and awareness in CV also important in Sri Lanka even some rural place does not about CV and its important, According to the exercises (Ezeali and Esiagu, 2010). Bohlander, Snell & Sherman (2001) delivery depends on the quality of its workforce who was recruited into the organization through recruitment and selection reported that it is important for managers to understand the objectives, policies and practices used for selection.

Creating first impression always important that why the quote said that first impression should be a best impression.CV is the first tool play role of indication of your identity and introduce yourself in organization.Spending some time improving your CV can dramatically increase your chances of getting short-listed for interviews. All you have to do is to use some of the tips described above. If you do, you should see an increase in positive responses from your job applications. If you don't have time to make all of the adjustments above, start by making sure that your CV is error free and that it is customised for the job you are applying for. Those two simple changes should increase your success rate. Look at your candidates' CV can tell you a lot about whether or not they are a good fit for the role. For

example, if you're looking for a Manager and their profile is very weak, they might not be the person for the job. You can also often see what groups they are active in, what companies they follow, and who their connections are to get a better idea of how fitting they are for the role.

The screening process is not easy, and it's always difficult knowing that you might just skip over that perfect candidate by mistake or just because you weren't paying attention. Following a step-by-step guideline will help you make the process more efficient and make sure you don't miss an important CV.

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