



Tashkent State Institute of Oriental languages

SELF STUDY

DONE BY:

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Theme: Work and Employment



- **Employment** is a relationship between two parties, usually based on a contract, one being the employer Employee
- An employee contributes labor and/or expertise to an endeavor of an employer and is usually hired to perform specific duties which are packaged into a job. An Employee is a person who is hired to provide services to a company on a regular basis in exchange for compensation and who does not provide these services as part of an independent business.





- **Employer-worker relationship**
- Employer and managerial control within an organization rests at many levels and has important implications for staff and productivity alike, with control forming the fundamental link between desired outcomes and actual processes. Employers must balance interests such as decreasing wage constraints with a maximization of labor productivity in order to achieve a profitable and productive employment relationship.



- Finding employees or employment
- The main ways for employers to find workers and for people to find employers are via jobs listings in newspapers (via classified advertising) and online, also called job boards. Employers and job seekers also often find each other via professional recruitment consultants which receive a commission from the employer to find, screen and select suitable candidates. However, a study has shown that such consultants may not be reliable when they fail to use established principles in selecting employees.^[1] A more traditional approach is with a "Help Wanted" sign in the establishment (usually hung on a window or door^[2] or placed on a store counter).^[3] Assessing different employees can be quite laborious but setting up different techniques to analyze their skill to measure their talents within the field can be best through Assessments.^[4] Employer and potential employee commonly take the additional step of getting to know each other through the process of job interview.

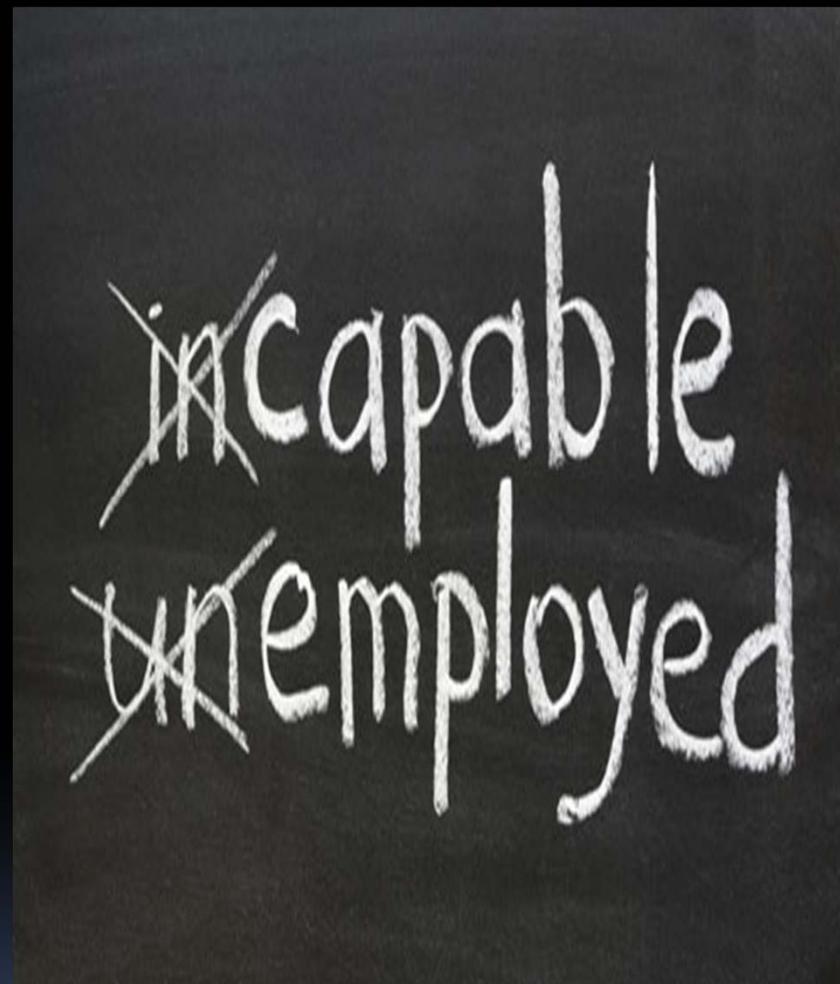
WORK

PAY\$



Usually, either an employee or employer may end the relationship at any time. This is referred to as at-will employment. The contract between the two parties specifies the responsibilities of each when ending the relationship and may include requirements such as notice periods, severance pay, and security measures.

and the other being the employee.

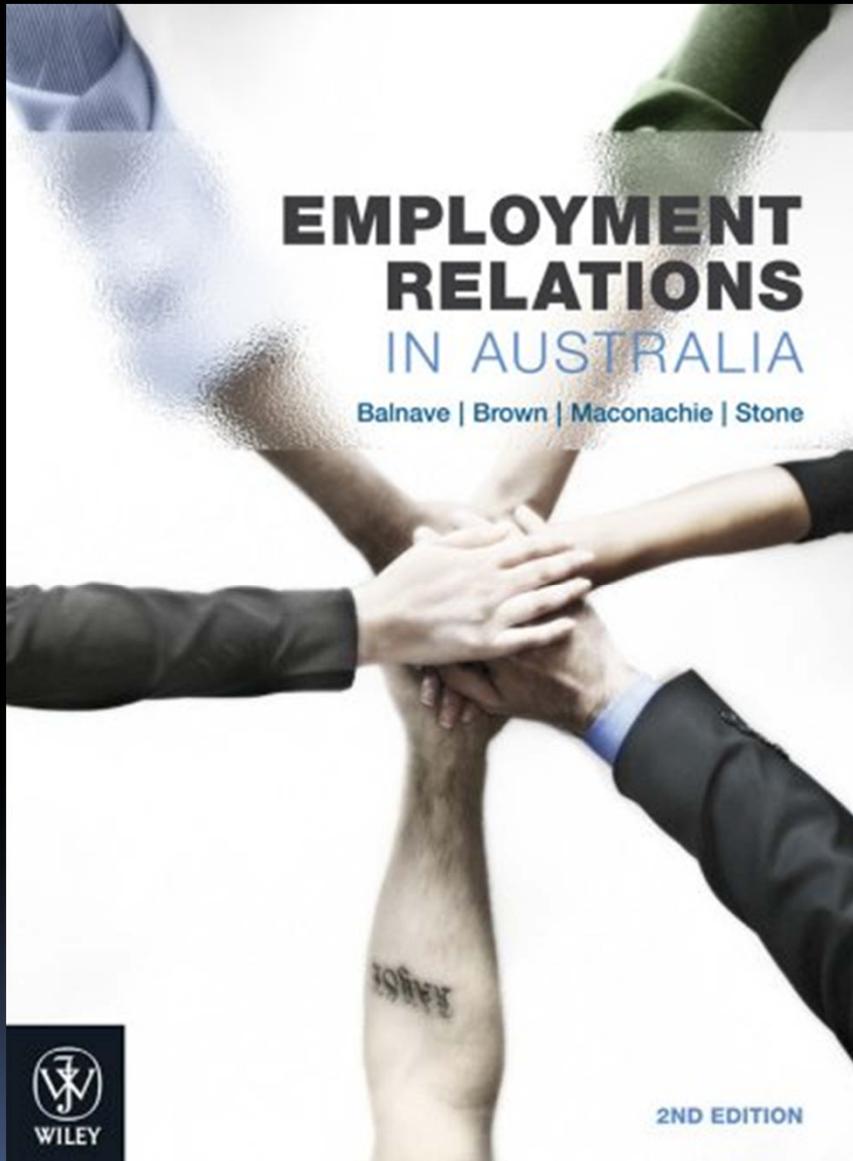




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- Jobs are important to our livelihood. What can you do if you are unemployed or are not earning enough money? The following tips will help you find a new job or a second job to earn more money.

Regardless of the job, dress nicely when seeking employment. Interviewers think of a well-dressed person as a better candidate. You don't want to overdo it, but you do want to dress appropriately, even if you're just returning your application and your resume.

Make yourself aware of the typical salary, benefits and work perks of various employers in your industry. This allows you to negotiate to your advantage without selling yourself short. It's not uncommon for people to make the mistake of low balling the amount they ask for up front, because they're afraid of the employer saying no. This can be true if you go overboard, but if you act desperate, then you may end up with low pay that can hurt you for years to come.





Work and employment

- It is important to show up for work a little bit before your scheduled shift starts. You never know what could happen on your way to work, which is why you should give yourself enough time. Establishing yourself as a timely individual will only help you in the long run.

Offering extra perks can help recruit strong candidates. There are many companies that offer gyms, small restaurants, and other things for their employees. This helps recruit people for these locations. As a result, employers are given the luxury of being extremely picky about whom they choose to hire.



- If your company needs another employee, be patient in your search. No matter if you have let someone go, someone resigned or if business is booming, make sure you find the right candidate. Hiring someone that you know will not be a good fit is a waste of time to both you and the person you hire.

Include social media on your resume. By showing that you're involved to an extent in social media, you're making yourself relevant.



**THIS IS NOT
A HOBBY —
IT'S OUR**

PROFESSION

Attention!

- It is important that you answer the phone in a professional and friendly manner. You will make an excellent first impression on potential employers.

Get in touch with references listed on your resume to make sure they are still valid. It would be a tragedy for a potential boss to find out you've been lying. Call up your references to be sure they have the same number and ask if they are still in the same location.

If money is really short, be willing to work any job you can find while you search for the perfect opportunity to ensure you don't run out of funds. For example, you could become a bartender or a waiter while you search for a full time job.

Learn about the company before the interview. Many companies have websites that can help you get down the basics. That way, you can ask intelligent questions and mention something specific about the company that makes you want to work there. This simple research can truly impress and interviewer.



**KEEP
CALM
AND
WORK
HARD**





- Try to find as much information about the company as possible. Read up on their website and look into their other venues. Learn everything you can about your potential workplace. Knowing these things can give you an advantage over other applicants, showing you have a sincere interest in the company.

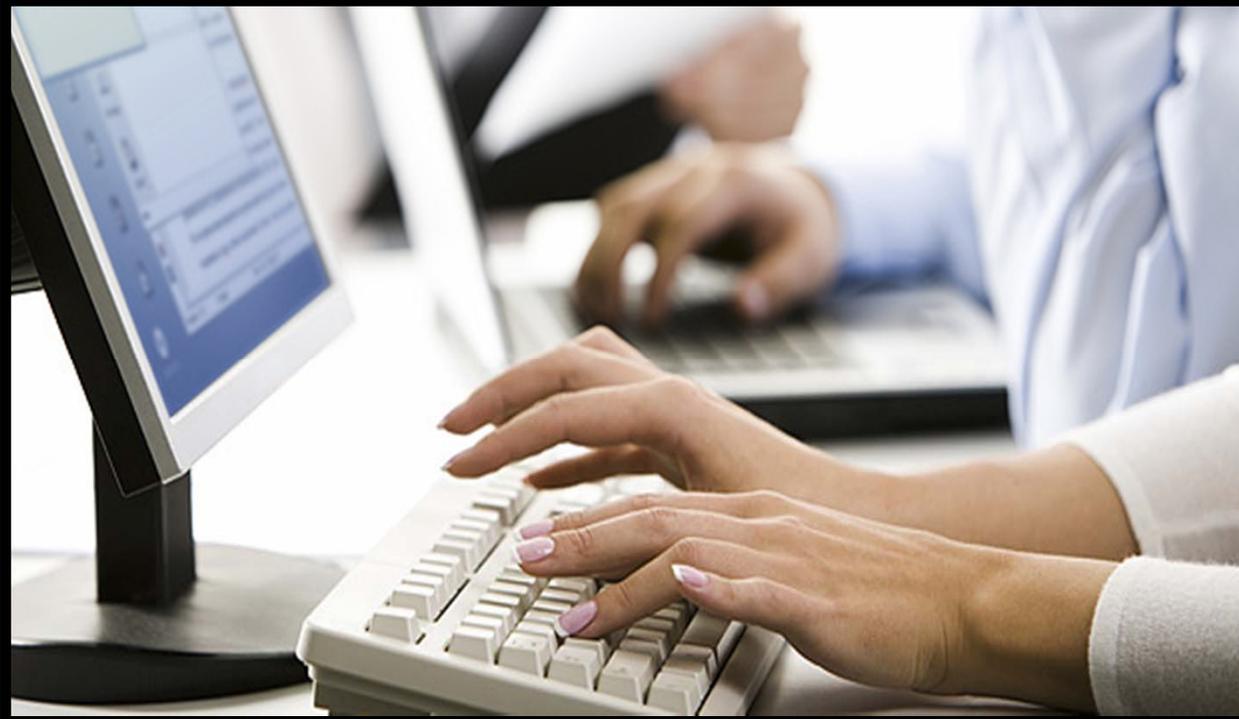




- The work advantage is the relationship between employees and management. For this kind of relationship to be successful, it is necessary trust. The management should show them its capacity of reaching their challenges so as to obtain more commitment of the employees with company's decisions.

It is important to argue that this method has disadvantages, because the management need to hear hard critics without punishing its employees, because they need to feel that are members of same team.

All things considered, I believe that the Great Place to Work is where there is trust in the management and employees commitment with the company.



HOW TO WORK FAST

have a one track mind

an average person has
70,000 thoughts per day
which is 49 per min

don't stop

if you get stuck
for more than
30 seconds,
move on

don't
question
anything you do
in the first 15 minutes

listen to
music

background music
helps finish tasks
faster

keep
lights
bright

increasing light levels
from 300 lux to 2000 lux
improves productivity by 8%
(most offices work at 300-500 lux)

10000 lux is full daylight
(not direct sun)

make
1st draft
in 15
minutes
(let it be bad)

do
use a
timer

if you can't
hack it in
15 minutes,
you can't do
it at all

write short
140-character emails

otherwise you don't know
what you are saying

keep your
desk clear

it will clear your mind

Programming Geeks

**WORK
HARD
DREAM
BIG.**

- *In conclusion, even though money is an important reason why people go for work, it is not the only one. In my opinion, people also work because they need a social environment and because they need to realize themselves.*