

Job Readiness Program

June 24, 2020

Opening:

The meeting of the Jobs Readiness Program was called to order at 8:00 PM on June 24, 2020 via Zoom.

Approval of Agenda:

The agenda was unanimously approved.

Action Plans:

1. It was decided by Dr. M.J. Khan that candidates will be prepared for **answering** 25 FAQs about themselves, 25 FAQs about their qualification/education and 25 FAQs about current affairs. Additionally, grooming etiquettes, know-how of making a good CV, proper covering note and thanks letter post interview have to be inculcated.
2. The second challenge is how the opportunities can be maximised and opened for access. The focus age group would be 22-32 years. The other important area is how to spot a job, if it is skills job or management-grade job. Also, it needs to be checked if it is walk-in interview or candidates need to write an application.
3. Asad Quraishi raised a motion of segmentation and structuring the program. Segmentation should be done into CV making, career counselling, business counselling, database of resumes, and connecting with the HR. Basic structure has to be made.
4. Neyaz Abbas talked about target audience and improving them on soft skills basically interview etiquettes, resume writing. The target audience would be graduates and in particular, post-graduates. Post Covid-19, focus should also be on those who have lost their jobs.
5. Mohammad Haseeb talked about categorization of freshers and people who lost their jobs. Also, the communal attitude of candidates that they are not selected/ rejected because of the religion should be discouraged. Candidates should be facilitated with specialized courses. Also, a job portal should be created giving access only to IMPAR to see what jobs

are available within and outside India. Categorization of jobs can also be done based on location and interaction session could be held with candidates. Training could be provided for mock interviews and certificates could be issued.

6. Siana James made recommendations for career counselling. Candidates' skills, interview skills and confidence-building should be encouraged on. Mock interviews can be conducted where the candidates will be trained on how to answer interviewers and feedback could be given to make them learn better.
7. Sajid Ali emphasized on differentiating between white collar jobs and blue-collar jobs. Expectation of the employer is different with both, with professionalism, punctuality and sincerity from a blue-collar job employee whereas adaptability, flexibility and multitasking from a white-collar job employee. The duration of the training session will depend accordingly. Short-term re-skilling program can also be done where people lack skills.
8. Major Mohammad Ali Shah emphasised on online training keeping in mind the current pandemic situation. He talked about Entrepreneurship Development.
9. Naz Asghar focussed on segmentation and structure and identification of areas of jobs availability. IMPAR should have a portal for aspiring candidates for their need and work on improving communication skills of the candidates.
10. Mr. Khalid Ansari raised a motion on a program to fill the gap between opportunities and skills to get the jobs.
11. Mr Salim Alware added to this that awareness and information access should be provided to get information of the job availabilities. Confidence-building amongst candidates has to be encouraged.
12. Mr. Ayaz Uddin pointed out on making groupson LinkedIn (IT group, entrepreneur group, freshers group, etc where the candidates must register, people representing IMPAR would invite the registered candidates to join a group, job vacancies could be shared on the groups and the HRs could be approached for connecting them with the candidates according to their field area.
13. The next area of focus discussed by him was internships-training, awareness and engagement and placement. Focus on the above things would automatically train candidates in personality development, communication. The trainings would help us identify their skills and place them accordingly in entrepreneurship and employment.

14. Alim Ahmad discussed about communication and personality development, need for references and connecting them with current openings through contacts.
15. Dr. M.J. Khan closed the meeting with a few suggestions focussing on internships, LinkedIn network, structure, format, reach-out program, and listing the HR companies.