

First Impression Is the Last Impression: How A Smart CV is Built?

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Abstract

Following the recently broke pandemic, every organization in the globe is dealing with a global crisis in the varied fields. This has necessitated the need for improved and advanced working methods to cope with the losses incurred. As a result, alternative work modes are to be looked for to increase productivity. Does opting for remote or hybrid work mode increases employees' productivity or is it making employees unproductive? Hence, the purpose of this study is to (a) identify employees' most preferred mode of work; (b) identify employee productivity in case of remote or hybrid work mode of work. In order to seek answer to the above questions, a systematic literature review was conducted reviewing 20 research papers, which includes studies related new normal culture of opting remote or hybrid work mode. While reviewing the research on alternative mode of work, it became observed that almost all of personnel have coped up well to the work from home (WFH) culture and intend to continue with the same that actually has helped in increased employee productivity. The paper concludes with setting out potential research paths, allowing practitioners and academician to do additional research.

Keywords: *Alternative Work Modes, Hybrid Mode, Work from Home.*

Introduction

Carrier making plans is always a hard challenge (Gati et al. 2011). While planning one's career the main thing out of all which mirrors an individual image is CV. A successful CV requires thoughtful guidance to ensure it's far directed closer to a specific post and must take into account important views. First, a knowledge of what is required (demand), and second, what can offer in phrases of his or her abilities, experience, traits and qualifications (supply). Nowadays employers are widely using Smart CVs instead of traditional CVs.

A CV, a record that individuals use to show their academic and professional achievements. It is used to fill positions within areas where specific personal information or knowledge is required. A brief record that gives you an opportunity to expose a business that may have the best of what you have.

S.M.A.R.T. Abbreviation Specific, Measurable, Attainable, Risky, Timely. This goal setting program can be used to create your CVs and marketing campaigns. Therefore, it is incredibly helpful to ensure that your success is normal. A smart CV is a type of e-Portfolio carrier that helps job hunters. People can often develop smart CVs in order to get better job opportunities. CV is the primary thing a potential employer will see in figuring out whether or not to call a candidate for an interview. The CV, consequently, is vital for the achievement in job seeking. A CV need to be strong, straight-forward, and easy-to-examine, highlighting achievements and accomplishments. No matter what the priority, individuals can find many types of

achievements and qualities throughout their lives and thus portfolios contribute to better performance plans and helps to build a great CV (Barr and McNeilly, 2002). Unfortunately, researchers have never studied the level at which people generally consider the categories of qualifications like. internship knowledge, exchange experience, scholarships, participation in competitions, academic performance, and participation in extracurricular activities as important portfolios to build smart CVs.

Hence, the purpose of this study is to identify and determine which types of portfolios can be used to build a smart CV. The donation of this paper provides suggestions for directing job seekers to build a strong and impressive CV for seeking job successfully.

Literature Review

Previous research has sought to identify factors that affect individual employment (Finch et al. 2013). It has been noted that in addition to academic performance, international exchange experience (Norris and Gillespie, 2009), scholarships (Brown and Campion, 1994; Hutchinson, 1984), internship experience (Gault et al., 2010), participation in competitions (Abernathy and Vine 2001; Mitchell et al. 2010) and participation in extracurricular activities (Cole et al. 2004; Tsai et al. 2011) are the qualifications that construct the structure of a Smart CV and thus helps to seek the best employment results. Okoro et al. (2011) revealed that regular CVs submitted as hard copies will be replaced by smart online CVs or electronic Portfolios.

Cheung et al. (2015) have observed a positive relationship between 3 P's - portfolio, presentation, presence with seeking employment. In this study, authors aimed to identify sections of portfolios that are considered important in building a smart CV. Based on the available literature, it has been found that knowledge of internships, exchange experience, scholarships, participation in competitions, academic excellence, and extracurricular activities are very important while developing an effective CV.

(i) Portfolio: Defined as “formal, driven by the goal of professional development and acquired skills” (Campbell et al. 1997, p.3). A smart CV portfolio is similar to the content of a resume that contains art objects, exhibitions, personal power, and much more.

(ii) Presentation: It is a way for individuals to present their portfolios in a visual way as a way to create a fast-paced look and feel for smart CV viewers.

(iii) Presence: Refers to making a personal CV available online. With the advent of web 2.0, digital culture has become the norm and marks one's online presence, identity and footprint through the purposeful or common use of information and communication technology, social media and search services.

CV's are the first contact with employers so it is important to get it right. Few important things were identified after reviewing the literature which needs to be followed while building a Smart CV.

- 1) A mistake-free CV says you are expert and care the way you come across (ask a pal to examine it through)
- 2) Do not simply write a description of your work; state how you make a difference in the workplace, or describe a university job

- 3) Different jobs require different strengths: a bit studies allow you to highlight relevant strengths for a particular position
- 4) Bullet points make it less complicated to scan for key competencies
- 5) Keep it brief and simple: not more than 2 pages
- 6) Don't leave gaps: say what you learned from the experience.

Research Methodology

This systematic literature review starts with identifying articles and research papers from various databases. Authors reviewed and summarized 34 research papers before coming to the conclusion. Summarizing and verifying all the related papers cover main part in this research method. The results derived from different related articles were somehow favouring the objective of this study. The main purpose of writing this paper is to highlight the construction and outline which method works best for building a smart CV.

Reports on Smart CV have appeared in a comparatively scattered collection of publications. To achieve the study goals, the systematic literature review technique was used, which has been suggested for rigorously mapping out the existing state of research in the field as submissions are searched, reviewed, and synthesized using a pre-determined explicit protocol (Pilbeam et al., 2012). This protocol guarantees a straightforward and impartial analysis methodology in the entire research domain. The first move was to select relevant literature. The literature discovery method involves factors such as (a) where the articles were found, (b) when the search was conducted, (c) who conducted the investigation, (d) how the articles were found, (e) how many articles appeared and a list of selected articles, and (f) why articles finally selected (Callahan, 2010; Kim et al., 2012).

This study used two databases i.e. Scopus and Google Scholar, to extract as many important articles as possible. Associated with a combination of keywords, the main focus of this study is on smart CV. To clarify the scope of the experiment, this study focused on peer-reviewed articles posted in English in which any key phrases appeared directly within the abstract, title, or full paper.

This study considered documents published between January 2000 and December 2020. The preliminary search carried out using the key-word combinations yielded 279 articles throughout the databases which reduced to 215 articles individually scrutinizing the titles for the keywords.

It was further reduced to 137 articles after reading the abstract and finally reduced after reading the full papers to 70 articles as relevant to the context along with reducing duplicate articles available in multiple sources through a direct search making it 34 articles to be considered in this study as mentioned in table 1.

Table 1: Number of Articles Search

	Keyword Search	Title Search	Abstract Search	Full Paper Search	Final Papers Selected
Scopus	153	119	75	41	19
Scholar	126	96	62	29	15
Total	279	215	137	70	34

Finally, a systematic method using preliminary abridged summaries and then completed an in-depth review of the essays (Torraco, 2005), was used to review the 279 searched articles relevant to the current reading topic. If an abstract explains a topic easily or ambiguously without in-depth or relevant discussion, articles were not included. Duplicate topics were also deleted. In this way, 34 articles were finally selected for this study, as shown in Figure 1.

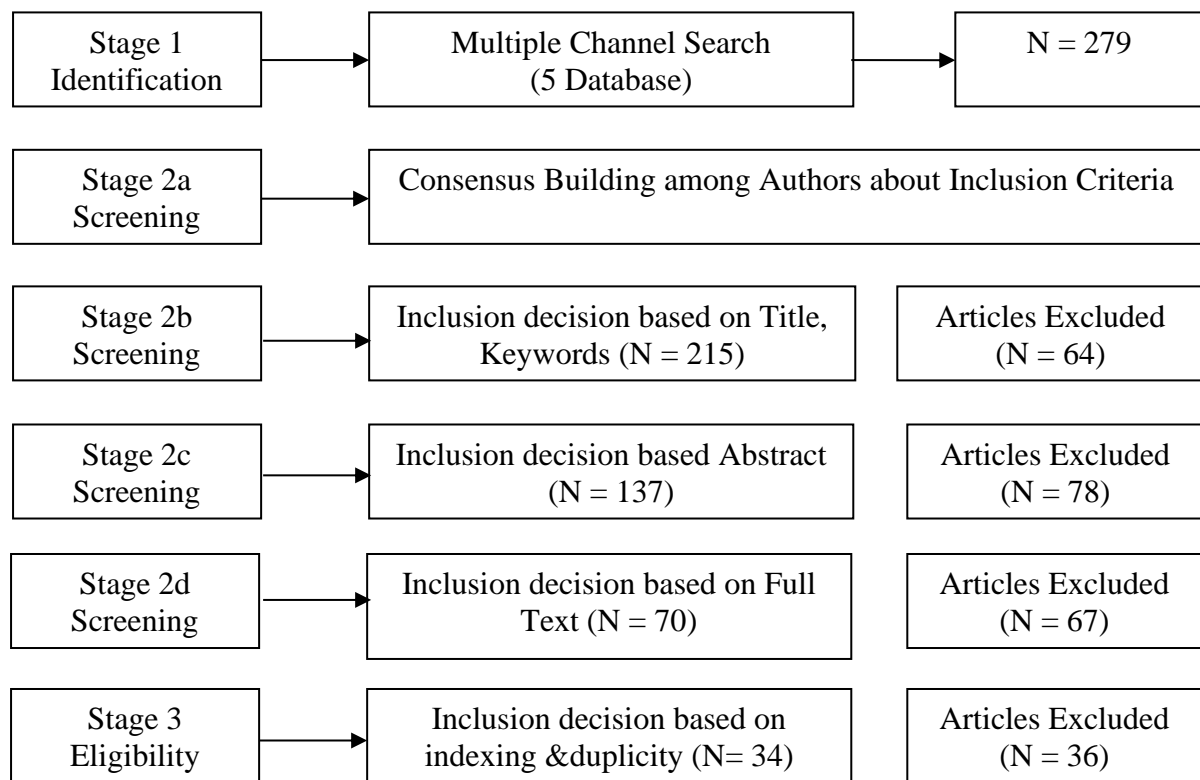


Figure 1: A PRISMA flow chart (Liberati, 2009) showing the results of the systematic literature search

Result and Discussion

In this dynamic world and the knowledge-based economic system, science and technology is not only a source of international competition but also a focus of corporate competition. The most important competition within science and technology is associated with human resources. As a result, hiring and retaining the right talent to develop the company has become central to the origins of sustainable development and competition. Traditional employment emphasizes matching people with positions. Personal understanding, skills, and abilities are essential to

following and fulfilling the ambitions of the position in the best possible way. through all the research and testing of many research papers, it is found that people have realized that work experience, and participating in competitions are the important portfolios to build their smart CVs. As a result, college teachers, especially program leaders, are advised to provide additional assistance and advice to students to improve those areas. For example, instructors may encourage individuals to enroll in competitions and teach important management skills like leadership skills, analytical skills, coping skills etc in order to improve individual chances of qualifying and winning competitions. Students must be encouraged to attend business conferences to improve their understanding and applications in the workplace. In addition, educational institutions may also organize additional extracurricular activities to enhance their knowledge and skills outside of their academic fields. Developing industry linked curriculum will lead students to add short- & long-term internships in their portfolio which help students to enhance their skill related workplace management. Finally, study leaders may also organize additional training or review groups for individuals to improve their overall academic performance.

A well-crafted CV can be the difference between getting an interview for the dream job or not, so understanding what is needed to write and how to do it is very important for success. CV is the first thing an employer will have to carry on, So working hard to build an effective smart CV is the need of the hour. CV's are used to let the employer see what they need to know about all the credentials of a candidate in terms of education, achievements, skills and abilities.

Job seekers need to keep in mind that CV is unique to everyone and the above portfolios are only that guidelines. It has been noticed that CVs that deviate from the usual layout are generally rejected by the employer at the first place. Job seekers must be encouraged from all levels to build an effective smart CV, moreover, they should be internally motivated enough to understand its importance by the fact that they have only one opportunity to make a winning first impression.

Conclusion

This study is initial research of numerous portfolios for constructing smart CVs. The main goal of this study is to understanding how to build a Smart CV. Current study findings have shown that each employers give important to CV's at first place. The motive of a smart CV is to introduce oneself to employers, and off course the first introduction must be impressive.

Smart CV is the first interface between the job seeker and the employer which can make a positive impact on employer and helps to define the reason to select for the vacant position. Hence, it can be considered as one of the most essential steps taken throughout a job search as it helps to get Interview call which is first step to a dream Job. A Smart CV has to be like a platter full of yummy dishes, very precise as per the requirement of the customer (in this case employer). Employer use CV all through the hiring process to analyse more about the job seeker and to decide whether or not the candidate is a great match to the vacant position. CV need to be smooth to understand, clearly summarize accomplishments and abilities and highlight relevant experience.

The purpose of building a smart CV is to exhibit your experience, academics, and abilities in a standardized layout which is easy for employers to examine. Mostly, people only ever consider their CV when they're searching out a job. It's obviously quite essential in those situations, but it needs updation and breathe among roles to make sure it's always updated and displays the excellent possible version of oneself. While applying for job, it can actually be the difference between your life going one manner or some other. It's a sum that stars you alone, so needs to be proven within the excellent possible light.

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