

## Sample Job Essays

**Topic 1: When you are doing group project with your colleagues, one colleague didn't do anything/contribute to the project (free rider), how to handle this situation?**

In this kind of situation, it will be important to have open communication between the group members. It will be important to talk to him or her in calm and professional manner, and ask him or her about his or her responsibilities in the group project. It will also be important to clear the different visions and objectives of the groups, as well as the expected results of outcome of the project. Because it is a group effort, it will be important to talk to the group member who are not cooperating, and tell him or her that whatever results of the project will reflect individual performance of each and every member. Therefore, it is vital for him or her to cooperate.

The said situation will be prevented from the start; if there have been a good communication and planning about the work breakdown of the project. First, it will be important to inform each and every member of the group regarding their roles and responsibilities, and the importance of those tasks in completing the entire project. It will also be important to set a given time to finish a given time, in order to ensure that all of the tasks and activities can meet the time given by the instructor.

**Topic 2: Teamwork is one of the successful criteria in organization/business; can you define how to implement teamwork and its vision?**

A team is defining as a special kind of group that attempts to obtain a positive collaboration among its members. In order to implement teamwork, it will be important to appoint a team leader who possesses the power to influence others, and will guide the entire team to accomplish tasks as efficiently, effective and swiftly as possible. Therefore, teamwork is considered as the actual action that a team performs or the

cooperative effort by a group of persons who are acting together as a team (Miller 2009).

In the service industry, it is important to take note of the fact that teams and team norms are continually changing. As a result, it is important and vital to have a cohesive team communication, which will focus on different characteristics including well-defined norms, unity, respect as well as trust among its members. These will help to establish team goals and objectives. Aside from that, it is also important to influence the team through feedback, identification of the key players and communication process (Miller 2009).

Communication, therefore, will be the most important activities or way which will motivates teamwork because it will enables the team members to know their positions and roles in the team, thus inform them about the different goals and objectives to be met.

### **Topic 3: How to be successful manager in catering industry? Use McDonald's Restaurant for example.**

In order to be a successful manager in catering industry, it will be important to use the process STEM or Select, Teach, Educate and Manage. The process will begin in the process of selecting the right employee for the right job, which will help to reduce litigation. This will be done by selecting employees based on the given job qualifications, written job specifications and information that is based from investigation of the candidate for the position. After that, it will be important to teach. It will be important to develop proper training methods for the employees, in the case of McDonald's restaurants; different trainings will be given to different employees or staffs including the kitchen and customer relationship of waiters. It will also be important to

ensure good communication, particularly the process of feedback including competency testing that will help to ensure if the training is successful and effective. In connection, it is important to ensure that learning inside the organization is continuous. Therefore, it will be important for the manager to educate themselves in order to ensure that what they know will be transfer towards the employees. Above all, it will be important to manage. Effective managers know that if things are being done in the right way, the chances for mistakes will diminish (Barth & Hayes 2005).

Aside from that it is vital to create environment that is conducive to motivation by establishing trust and respect from the employees or staffs (Barth & Hayes 2005).