

HANDBOOK FOR THE FRESH GRADUATES

by R P Baskaran

Revised 5th Edition
(Contains over 170 pages)

A-Handbook which every young adult should read just before leaving school, college or university, or just after that, or even after getting the first job. The aim of this *Handbook* is to provide the information, background and actual situation in the working environment. It guides the young readers, step-by-step, in an easy-to-read style on -

- *Choosing a Career*
- *Career Development*
- *Applying for Job*
- *The Covering Letter*
- *The CV or Resume*
- *Preparing for Job Interviews*
- *During the Job Interviews*
- *The Working Environment*
- *Organisation in the Workplace*
- *Rules & Procedures in the Workplace*
- *Confidentiality in the Workplace*
- *Employment Skills*
- *Mathematics in the Workplace*
- *Communication in the Workplace*
- *Documentation in the Workplace*
- *Files & Filing in the Workplace*
- *Punctuality & Discipline in the Workplace*
- *Performance Appraisal in the Workplace*
- *The Employment & the Laws*
- *Employees Provident Fund (EPF)*
- *Social Security Organisation (SOCSO)*
- *Minimum Wages*
- *Minimum Retirement Age*
- *Income Tax*
- *Planning to Save*
- *Buying a House or Apartment*
- *Climbing to Greater Heights in Career*

Parents / teachers can give this little HANDBOOK to their children / students, who have just completed, or are about to complete, their secondary school or university / college education, as a guide to starting-off their career in life.

**Every young adult should read it.
Specially written for Malaysians.**

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The whole book
is written
in an easy-to-read style.

This is a sample
of a page
from the book.

Every page of the book is
presented in this style of
writing, so that it is not
boring to read.

When you start employment, get to know as much as possible about the company and its organisation.

Find out the names of the managers and supervisors of the main departments, including the one you will be in.

Find out the correct spelling of their names and also as to how to pronounce their names correctly.

You can normally get these information from the senior employees in your department or from the person who interviewed you for that job.

If you are given an EMPLOYEES HANDBOOK, you must read it. It contains the rules and procedures of the company.

One way to know more about the people within the organisation is by carefully studying the organisation chart of the company. An organisation chart shows diagrammatically the structure of the business.

If you see these charts on the company's notice board, you must take a close look. You may see the following:

- *how the business operations are separated into different departments or sections;*
- *who the bosses are for each department/section; and*
- *who is responsible for the different matters, such as production, sales, accounting, human resources, etc.*