

**PERSONAL SWOT ANALYSIS**

<b>STRENGTHS</b>	<b>WEAKNESSES</b>
Confident Energetic Intelligent Knowledgeable Logical Organized Powerful	Nervous Tense Sentimental Introverted Poor at handling stress
<b>OPPORTUNITIES</b>	<b>THREATS</b>
To learn from others experience in similar positions To enhance my equanimity about work related tasks To receive coaching in service of improving my leadership skills	Time pressure which can derail my plans for self-improvement  The multitude of everyday demands which conspires against self-reflection

## CV – Passalidou Vivian

<b>Personal data</b>	<ul style="list-style-type: none"><li>▪ Address: 23, Solonos str.,136 41 Athens, Greece</li><li>▪ Tel: 0030-210-9313911, 6978331357</li><li>▪ Email : vpassalidou@hotmail.com</li><li>▪ Date of Birth: 12 Nov 1971</li><li>▪ Place of Birth: Athens, Greece</li><li>▪ Civil status: Married (2 kids)</li></ul>
<b>Education</b>	Master in Business Administration / E.E.D.E.
<b>Training</b>	MS Office – Full Suite / Advanced Level Project Planning and Control Leadership in Action Determining Business Requirements
<b>Languages</b>	English, French
<b>Work Experience</b>	2000-2011: Eurobank EFG, Trade Finance division  1995-2000: Eurobank EFG, supervisor of Trade Finance dept. in Alimos Business Center.  1991-1995: Interbank, employee in Trade Finance dept. in Syntagma and Piraeus Business Center.  1989-1991: Bank Credit Commercial de France, employee of Imports Exports Department in Athens H.O.  1988-1989: Helvetia Insurance company, secretary in Sygrou Office.
<b>Hobbies</b>	Swimming Reading Cinema – Theater

## Case Study 1 – Indifference

There are six different types of managers as follows:

**The Control Freak:** This person needs to have everything that is going on in the palm of her/his hand. She doesn't like subordinates making any decisions, no matter how small or innocuous, without first consulting his opinion. Control Freaks will also tend to hoard information. They may assign you to work on a task, but then not tell you everything you need to know to complete the task. You could spend hours working on the task only to find out that half the information you needed was sitting on your boss' desk and that he already knew it.

**The Autocrat:** This manager has one objective, his own. He does not care about his employees, and nothing anyone ever does is good enough to satisfy him. He is impossible to get along with and is convinced that he is the only competent person working in the company.

**The Blame Fixer:** This type of boss makes it his/her job to make everyone else responsible for fixing his/her problems. He/she takes no responsibility for his own employees, department, or results. He/she is however, the first to take credit for something which went well.

**The Soft Heart:** When you first meet this person you will at first think that you have just met the sweetest, most wonderful boss in the world. You will initially get the warm fuzzies and you'll believe that it's going to be a great job. Do not be fooled. This person is actually spineless. They will tell you exactly what you want to hear, then turn around and do the exact opposite. He or she will leave you hanging out to dry and will be anything but supportive.

**The Politician:** This person is charismatic and is always the life of the party. Always fun to be around, the Politician always has something positive to say. The problem is that there is rarely any truth or substance behind it. This person has no real competence; they got to where they are by schmoozing the right people. Your company's organizational culture and values weigh heavily on whether these types of individuals can flourish and thrive, but be assured that you will always find one of this kind at any employer. Politicians depend on individuals who are competent to make them look good, then turn on them and make them a scapegoat when the employee gets tired of being used.

**The Team-Builder:** This is the kind of manager we all want to work for. They are competent at what they do, they know how to be open, and they solicit ideas and creativity from their employees. They are a pleasure to work with. They know how to make the tough decisions, but can do it in a way that is respectful and professional to all involved.

I think that I belong to the last type of managers, the team builder, so my reaction in this case it would be to discuss privately with this worker and try to understand the real reasons of his behaviour. I would ask him to propose some solutions that make him feel better and make him work efficiently. I would explain him that I cannot allow to continue this attitude as it might cause reactions from his colleagues  
I would clarify that we have to found a solution that would be acceptable from both sides in order to continue our cooperation.

In parallel I would discuss this issue with his supervisors asking them their opinion about his behaviour, trying to found a solution in order to avoid further problems with him or the other employees.

Once we had agreed in a specific solution I would check periodically his attitude and if he continued to ignore his supervisors and refuse to work I would probably take some stronger measures.

## **Case Study 2 – A gap hard to fill**

In today's competitive world, every company needs good employees for an accelerated growth rate. The recruitment and selection strategies of a particular organization are believed to have an impact on this growth and success rate of the organization. Thus, it is very important for an employer to design his recruitment process steps very well.

The recruitment process is simple on the high level, but it contains a lot of interaction among different participants in the recruitment process. The HRM Function, the line manager and candidates need to receive and share a lot of information and their interaction is usually the main issue during the recruitment process.

The main steps of the recruitment process that the personnel manager has to follow are:

### **1. Job Design**

The job design is the most important part of the recruitment process. The job design is a phase about design of the job profile and a clear agreement between the line manager and the HRM Function. The Job Design is the agreement about the profile of the ideal job candidate and the agreement about the skills and competencies, which are essential. The information gathered can be used during other steps of the recruitment process to speed it up.

### **2. Opening Job Position**

The Opening of the Job Position is generally the job of the HR Recruiter. Skilled and experienced HR Recruiter should decide about the right mix of the recruitment sources to find the best candidates for the job position. This is another key step in the recruitment process.

### **3. Collecting Job Resumes**

The next step is collecting of job resumes and their preselection. This step in the recruitment process is very important today as many organizations lose a lot of time in this step.

### **4. Preselection of Job Resumes**

Today, the organization cannot wait with the preselection of the job resumes. Generally, this should be the last step done purely by the HRM Function.

### **5. Job Interviews**

The job interviews are the main step in the recruitment process, which should be clearly designed and agreed between HRM and the line management. The job interview should discover the job candidate, who meets the requirements and fits best the corporate culture and the department.

### **6. Job Offer**

The job offer is the last step of the recruitment process, which is done by the HRM Function, it finalizes all the other steps and the winner of the job interviews gets the offer from the organization to join.