

# ENTRY-LEVEL JOBS: A BEGINNER'S GUIDE

AHMAD TOUSIF  
JAMI

Undergraduate students and fresh graduates are increasingly looking for entry-level jobs in recent times. Entry-level jobs, in simplest terms, are elementary positions in any organisation or industry. Such openings ideally require minimal education or experience from a model candidate. Answered below are some of the most frequent questions an employee may have when they first set foot in the job world as an applicant.

#### WHICH OPENING IS A FIT?

If the job position does not align with your interest, you will not enjoy the work, which

organisation in the longer run. Ideally, this should be someone eligible to learn from the job and receive hands-on guidance. "We do not necessarily expect an entry-level applicant to have extensive professional job experience," says Bishwamitra Chowdhury, entrepreneur, and Head of Products at a country-leading healthcare company. However, if you have had previous experience(s), what matters most is whether that experience provided meaningful lessons. "We want to know what you learned and your responsibilities in your previous workplace, or in any life event," adds Mr Bishwamitra.

not the best fit," adds Mr Bishwamitra.

#### HOW COMPETITIVE ARE ENTRY-LEVEL JOBS?

Previously only university graduates used to apply for entry-level jobs. But now, the competition has increased, given the recent trend of university freshers applying for new positions. Thus, the competition pool has grown, and jobs have become more competitive as well. For instance, a university student has to compete with individuals who have completed graduation and thus no longer have academic responsibilities. In addition, most entry-level jobs do not demand requirements for eligibility as an applicant, attracting even more job applications. As most job openings for graduates often require previous work experience, these entry-level jobs are even more critical to building their profile and gaining valuable exposure to the professional world.

#### WHAT DOES ONE LEARN FROM SUCH JOBS?

"Assuming you meet the minimum required competence level, your positive, proactive, and can-do attitude is often the single most important factor regarding how much you excel in the workspace," says Mr Aymanul. Moreover, these positions ideally offer bottom-up work experience. So they learn how to do the work on-ground and efficiently do those work. This also helps them lead a team because they know how work is done on a micro-level, alongside learning essential foundational skills for any job, including but not limited to essential professional communication, workplace customs, ethical practices, code of conduct, and more.

#### HOW TO LOOK FOR OPENINGS?

The most popular medium to find a job opening is social media platforms such as LinkedIn and Facebook. The employers also post job openings on their websites, so keeping an eye out will help you in the long run. Your networks often have these job openings through university career clubs, placement authorities and students groups. Recently, groups have been created specifically for job openings on Facebook, where entry-level job offers are often posted. In specific instances, some employers still give openings through print media such as newspapers or digital platforms such as bdjobs.com. However, just following employers' social handles and websites is adequate and convenient in most cases to find suitable openings for you.



will be an overall bad experience for you and everyone involved. "A job outside your personal field(s) of interest is not the best fit for you," says Aymanul Islam, Human Resource personnel at a country-leading financial institution. It is important to consider whether you will grow as an individual and develop yourself working in the position before signing up for a job opening.

#### IS EXPERIENCE REQUIRED TO GET THE JOB?

Entry-level positions, in most instances, require little to no professional work experience. Typically, these opportunities indicate that the company is searching for someone who has the potential to fit and contribute to their

#### SHOULD ONE STILL APPLY IF THE REQUIREMENTS DON'T MATCH?

Job descriptions are given so that the employer can find a candidate who is the closest match for that position. So, if a candidate does not match each of those criteria, it does not necessarily mean they are a potential match for the position. "If the job description matches roughly eighty percent with you, you are a close fit, and you should consider applying," says Mr Bishwamitra. It is a good idea to consider applying for a job if you fit most of the requirements and criteria. Don't hold yourself back. "However, if you do not match even half of the requirements, you are probably

**Building a stronger and safer nation for 70 years**  
Our victories are for the people

**BSRM**  
building a safer nation