UNIT 9: RECRUITMENT

Intelligent Business
Intermediate

In this Unit:

- **Vocabulary**: Recruitment
- **Gramma**r: Relative clauses
- **Article for the oral examination**: «Interviews»

Voc. 3 Recruitment & employment

Verbs

employ; hire (for a short time or for a particular purpose, BE)**; appoint; recruit; assign; train**

dismiss; make redundant; fire; sack (infml)

We **hired** (employed) an advertising company to help sell our new product

We are going to **appoint** a new history teacher

Most of the managers there are **recruited** from abroad

If you're late again, you'll be **dismissed**

I've just been **fired/sacked**

Focus on «lavoro»

What you do to earn your living:
JOB (c)   WORK (U)   OCCUPATION (formal)

He's been out of **job** for months
I could never do a nine-to-five **job**
I go to **work** by train
Skilled/unskilled **work**
Foreigners need a **work** permit
Please state your **occupation** on the form

POST/POSITION more formal for a particular job

He has been appointed to the **post/position** of managing director

It's time to return to job **X**

I've got to go to work

He took on a new job

I found a steady work   **X**

She applied for a job

I finish work at 2 p.m.

I only want seasonal work

I'm at job now **X**

He has a part-time job

I lost my work last year **X**

It's a wonderful piece of job! **X**

It's hard job **X**

The recruitment process (keynotes)

Human Resources departments are responsible for recruiting new **personnel** whenever there is a **vacancy**. A job **advert** in normally published on the company website or ina specialised newspaper.

Potential **candidates** (<u>applicants</u>) are initially asked to provide a **curriculum vitae** (CV) or **resumé** (AmE), which gives information about their **qualifications**, **experience** and **skills**.

The recruiter then **screens** the **applications** and selects/**shortlists** candidates with all the **requirements** for **interview**, discarding all the other **applications**.

Successful applicants are **hired** and put on the **payroll**.

Kevin Quinlan, a Human Resources consultant, talks about three different types of job interview. Listen and complete the table.

Type of interview	1a _____	2a _____	3a _____
Type of questions	b _____	b _____	anecdotal
Information gained	• qualifications c _____ • knowledge d _____	• ability to analyse • formulate questions c _____	b _____ • ability to handle relationships

1 a traditional interview   b standard
c work experience d expectations
2 a case interview   b problem-solving (hypothetical and
challenging)   c ability to communicate
3 a behavioural interview   b ability to handle tricky
situations

The two lists below show the Bellagio recruitment process from the viewpoint of the applicants and the HR team. Complete the lists with one of the following words.

deadline   train   appointment   computer   application
identity   checkout   conduct   interview   backgrounds
test   screen   files   system

Applicants

1   set up an _____

2   have staff confirm _____

3   enter data on a _____ terminal

4   complete the _____

5   proceed to _____

6   attend an _____

7   take a drug _____

The HR team

1   fix a _____ to complete each phase

2   design a computer _____

3   _____ all applications

4   _____ hiring managers

5   _____ interviews with candidates

6   check candidates' _____

7   create personnel _____

Look at these stages in the process of staff selection and try to put them into the right order.

a Production of a shortlist with impressions from the interview ☐

b Human Resources interviews the candidates ☐

c Reading CVs and making a pre-selection ☐

d Selection of the best candidate ☐

e Telephone contact with the candidates ☐

f The department manager interviews the candidates ☐

Relative clauses

1 **Defining clauses** give information which defines or differentiates the person or thing that they refer to.

   *... an HR staff person wearing a microphone confirmed your identity and notified staff, **who** greeted you by name ...*

   *Applicants were asked a set of questions (**that**) we had developed ...*

   In the second sentence we can delete the pronoun *that* as it refers to the object and not the subject of the verb developed.

2 **Non-defining clauses** just give extra information and do not define what they refer to. This extra information appears between commas.

   *... this technology would give them hire-and-fire responsibility, **which** they say they want, and complete authority, **which** they rarely get.*

1 Look at the sentences below. Are the clauses defining or non-defining? Which pronouns can be deleted?

1   A major problem that we face is finding replacements for key personnel.

2   The latest survey, which was published last week, shows that there is a shortage of skilled workers.

3   We selected five of the twenty candidates who initially applied.

4   The applications that we have received so far are mostly from candidates with little or no experience.

5   We've rejected all applicants whose CVs had basic spelling mistakes.

6   Lyn Jackson, whose contribution to this project has been exceptional, will be leaving us in June.

Vocabulary – Recruitment & employment

Advert; application; (to) apply for; candidate/applicant; curriculum vitae (CV) / resumé (AmE); (to) dismiss / fire / make redundant /sack; (to) employ / hire (BE) / appoint / recruit; interview (n); job; qualifications; occupation; payroll; personnel; post/position; requirements; (to) select; shortlist; vacancy; work (n).