

UNIT 8

RECRUITMENT

Lead-in

1. *Discuss the questions in pairs. Reason your opinion.*

- 1) When did you last apply for a job?
- 2) What steps were involved in your application?
- 3) Did you attend an interview?
- 4) What sort of questions were you asked?

2. *Topical Vocabulary*

A) Study the vocabulary list. Use the words and phrases in the sentences of your own.

- 1) recruitment (Br.E.) (n) – набор, наем (сотрудников)
NB: hiring (Am.E.) (n) – набор, наем (сотрудников)
recruiter (n) – агент по найму кадров, сотрудник кадрового агентства
recruit (Br.E.) (n) – новичок, новый член
hire (Am.E.) (n) – новичок
to recruit (v) – нанимать
recruitment agency (n) – кадровое агентство
employment agency (n) – агентство по трудоустройству
syn. a newcomer, a beginner, a novice
- 2) to employ (v) – нанимать на работу
employment (n) – наем, служба, трудоустройство
employee (n) [ˌɛmplɔɪˈiː, ɪmˈplɔɪˈiː] – рабочий, служащий, сотрудник
employer (n) [ɪmˈplɔɪə] – наниматель, работодатель
unemployed (adj) - безработный
syn. to hire (v) – нанимать на работу
- 3) to headhunt (v) – подбирать высококвалифицированные кадры
headhunter (n) – «охотник за талантами»
headhunting (n) – поиск, подбор кандидатов

- 4) to join (v) – присоединиться, вступать
syn. to get in, to enter
- 5) the situations vacant – каталог вакансий в газете, предложение работы
- 6) to apply for (v) – подавать заявление
to apply for a job - подавать заявление о приеме на работу
an application form – анкета поступающего на работу
application (n) – заявление
letter of application – письмо-заявление
applicant (n) – кандидат, претендент
syn. a candidate
- 7) backgrounds of applicants – биографические данные кандидата
- 8) CV (curriculum vitae) (Br. E.) [kəˈrɪkjʊləm|ˈvaɪtiː, - kəˈrɪkjʊləmˈviːtaɪ] – резюме, краткая биография
syn. resume (Am.E) [ˈrezjuːmeɪ]
- 9) covering letter (Br.E.) – сопроводительное письмо
syn. a cover letter (Am.E.)
- 10) experience (n) – опыт, опыт работы, стаж
- 11) educational qualifications – полученное образование
- 12) interview (n) – собеседование
interviewer (n) – интервьюер
interviewee (n) – интервьюируемый
- 13) job – работа, труд, рабочее место
job description – описание должностных обязанностей
job vacancies – вакансии, свободные рабочие места
to create new jobs – создавать новые/дополнительные/рабочие места
- 14) to shortlist (v) – сократить список
short-listed – прошедший в финал
- 15) reference (n) – рекомендация
syn. recommendation
referee (n) – лицо, дающее рекомендацию; поручитель
- 16) to turn down (v) – отказать, отклонять
syn. to reject, to refuse
- 17) to accept (v) – принимать, соглашаться
- 18) to appoint (v) – назначать, утверждать
syn. to assign, to nominate

B) Transcribe and pronounce the following words.

recruitment
interviewee
referee
employee
unemployed
recruit
procedure
candidate

C) Fill in the gaps using the words and word combinations from the Topical Vocabulary.

Many people looking for work read the __1__ advertised by companies and __2__ in newspapers or on the internet. To play to an advertisement is to __3__ for a job. You become a __4__ or an __5__. You write an __6__, or fill in the company's __7__, and send it, along with your __8__ and a covering letter. You often have to give the names of two people who are prepared to write __9__ for you. If your qualifications and abilities match the __10__, you might be __11__, i.e. selected to attend an __12__.

D) Put the following list of recruitment tasks in the order you think they normally occur.

- a) Check or write the job description.
- b) Make a job offer.
- c) Prepare a person specification.
- d) Advertise the job.
- e) Shortlist applicants from the first interviews.
- f) Conduct second Interviews.
- g) Carry out screening and interviews.
- h) Select the most suitable candidate.
- i) After an employee resigns, analyse the job and consider alternatives for hiring a replacement (e.g. internal staff versus the labour market).
- j) Send feedback to unsuccessful applicants.

3. *Read the text and state the main steps of recruitment.*

Recruitment

The process of finding people for particular jobs is recruitment or, especially in American English, hiring. Someone who has been recruited is a recruit or, in American English, a hire. The company employs or hires them; they join the company. A company may recruit employees directly or use outside recruiters, recruitment agencies or employment agencies. Outside specialists called headhunters may be called on to headhunt people for very important jobs, persuading them to leave the organizations they already work for. This process is called headhunting.

Applying for a job

Fred is a van driver, but he was fed up with long trips. He looked in the situations vacant pages of his local newspaper, where a local supermarket was advertising for van drivers for a new delivery service. He applied for the job by completing an application form and sending it in.

Harry is a building engineer. He saw a job in the appointments pages of one of the national papers. He made an application, sending in his CV (*curriculum vitae* – the ‘story’ of his working life) and a covering letter explaining why he wanted the job and why he was the right person for it.

Note: Situation, post and position are formal words often used in job advertisements and applications.

Selection procedures

Dagmar Schmidt is the head of recruitment at a German telecommunications company. She talks about the selection process, the methods that the company uses to recruit people.

We advertise in national newspapers. We look at the backgrounds of applicants: their experience of different jobs and their educational qualifications. We don’t ask for handwritten letters of application as people usually apply by email; handwriting analysis belongs to the 19th century.

We invite the most interesting candidates to a group discussion. Then we have individual interviews with each candidate. We also ask the candidates to do written psychometric tests to assess their intelligence and personality.

After this, we shortlist three or four candidates. We check their references by writing to their referees: previous employers or teachers that candidates have named in their applications. If the references are OK, we ask the candidates to come back for more interviews. Finally, we offer the job to someone, and if they turn it down we have to think again. If they accept it, we hire them. We only appoint someone if we find the right person.

<http://humanresources.about.com/od/glossary/g/recruitment.htm> (дата обращения 01 марта 2016 г.)

<http://www.villanovau.com/resources/hr/human-resource-management-challenges/#.VtWA7P5f21s> (дата обращения 01 марта 2016 г.)

4. Answer the questions to the text.

- 1) What is recruitment?
- 2) How may a company recruit employees?
- 3) How did Fred apply for the job?
- 4) What is a CV?
- 5) What did Harry point in a covering letter?
- 6) What formal words are used in job ads and applications?
- 7) What can you say about the selection process?

5. In the text, find the notions that mean the following:

- a) form used in making a request;
- b) process of adding new individuals to a population;
- c) to use (something) for a particular purpose or to do something;
- d) formal consultation usually to evaluate qualifications (as of a prospective student or employee);
- e) letter that is sent with something to explain the reason for it or to give more information about it;
- f) to receive or to take (something offered);
- g) act of mentioning something in speech or in writing;
- h) discussion involving a number of people who are connected by some shared activity, interest, or quality;
- i) agency whose business is to find jobs for people seeking them or to find people to fill jobs that are open;
- j) list of a small number of people or things that have been selected from a larger group and are being considered to receive an award, to get a job, etc.

6. Find the following phrases in the text and provide their Russian equivalents.

people for very important job, to persuade to leave the organization, to be fed up with long trips, a local supermarket, by completing an application form, to look in the situations vacant pages, to make an application, he was the right person, formal words, the head of recruitment, to talk about the selection process, to look at the backgrounds of applicants, their educational qualifications, to invite candidates to a group discussion, to check their references, previous employer, to come back for more interviews, to turn down the offer.

7. Find the English equivalents for the following Russian phrases in the text.

процесс нахождения людей, присоединиться к компании, кадровое агентство, убеждать оставить организацию, сыт по горло длительными поездками, местная газета, служба доставки, подавать заявление о приеме на работу, составить заявление, сопроводительное письмо, процесс отбора, анализ рукописного текста, интеллект и особенности характера, проверить рекомендации, предлагать работу, назначить кого-то, найти подходящего человека.

8. Mark the following statements as True (T) or False (F) according to the text. Give arguments.

- 1) If someone accepts the job's offer, the company hires this person.
- 2) Fred wasn't fed up with long trips.
- 3) Dagmar Schmidt is the head of recruitment who speaks about the selection process, the methods that the company uses to recruit people.
- 4) Outside specialists are called headhunters.
- 5) Headhunters persuade people to leave the organizations they already work for.
- 6) Someone who has been recruited is a recruit.
- 7) Harry didn't make an application and CV.
- 8) A covering letter is a letter explaining why you want the job and why you are the right person for it.
- 9) After the interviews the company doesn't shortlist candidates.
- 10) The German telecommunication company checks the references by writing to the referees.

9. Match up these verbs and nouns to make common collocations. Compose sentences.

join	jobs
recruitment	the company
important	the organizations
to leave	agencies
to be fed up with	the situations vacant
look in	newspaper
the right	references
local	interviews
individual	person
check	long trips

10. Replace the underlined phrases with correct forms of words and expressions from the text.

Fred had already (1) refused two job offers when he went for (2) a discussion to see if he was suitable for the job. They looked at his driving licence and contracted (3) previous employers Fred had mentioned in his application. A few days later, the supermarket (4) asked him if he would like the job and Fred (5) said yes.

Harry didn't hear anything for six weeks, so he phoned the company. They told him that they had received a lot of (6) requests for the job. After looking at the (7) life stories of the (8) people asking for the job and looking at (9) what exams they had passed during their education, the company (10) had chosen six people to interview, done tests on their personality and intelligence and they had then given someone the job.

11. Discuss the following questions in small groups and report the findings to the rest of the group.

If you work ...

- 1) How did you get your job?
- 2) Was it advertised?
- 3) Was the selection process very long?

If you don't work ...

- 1) Have you applied for any jobs?
- 2) Were you interviewed?
- 3) How did it go?
- 4) What's the usual process for getting your first job in your country?

12. Role play this job interview situation.

<i>Interviewees</i>	<i>Interviewers</i>
Choose a position in your company (or in another company) which you would like to have. Tell your partner what the position is.	Possible areas to cover include: • personal qualities • weaknesses • qualifications • achievements • skills • strengths • experience • interests

13. Prepare a report in the form of a presentation on one of the following topics:

- HR today
- Benefits of using recruitment advertising agencies.
- Age discrimination
- Employee relations job
- How to succeed in a job interview

Writing

14. Work in groups. Job descriptions and person specifications are two important HR tools. What type of information do they include? Sort the items below into the chart. Comment upon them.

desirable skills; previous experience; reporting relationship (who person is responsible to and for); job title; practical requirements (shift work, travel, etc.); location of workplace, skills and qualities needed for job, main purpose of job, qualifications/training, key duties/responsibilities, personal style/behavior

JOB DESCRIPTION	PERSON SPECIFICATION

15. Write the summary of the text (250 words). Use the active vocabulary of the unit.

16. Translate into English.

- 1) Он рассказал о методах и процессе отбора, которые компания использовала для того, чтобы набрать людей.
- 2) Тот, кого принимают на работу – новичок.
- 3) Она увидела работу на страницах с вакансиями одной из газет.
- 4) Компании приглашают на групповое обсуждение наиболее интересных кандидатов, а затем проводят индивидуальное собеседование с каждым кандидатом.
- 5) Гарри составил сопроводительное письмо, в котором объяснил, почему он хочет эту работу.

- 6) «Охотники за талантами» убеждают людей уйти из организаций, в которых они уже работают.
- 7) Если претендент соглашается с предложением работы, мы принимаем его.
- 8) Организации смотрят на биографические данные претендентов: их опыт и их образование.
- 9) Анализ рукописного текста принадлежит XIX веку.
- 10) Некоторые организации проверяют рекомендации, написанные предыдущими работодателями.

SOURCES FOR FURTHER RESEARCH

- <https://www.recruiter.com/i/recruitment/>
- <http://www.articlesbase.com/recruitment-articles/>
- <http://www.ft.com/management/recruitment>
- <http://hr.ucr.edu/recruitment/guidelines/process.html>
- http://www.encyclopedia.com/topic/Human_resource_management.aspx