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Module: English

LESSON 7: Recruitment and Selection

A- 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 **head-hunters** 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**.

B- 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.

C- Selection procedures

Abdullah Schmidt is the head of recruitment at a German telecommunications company. He 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.

1. **Fill the gaps in the sentences below. Use A, B, and C opposites.**

a) The process of finding people for particular jobs is [ ] or, especially in American English, [ ]

b) A company may recruit employees directly or use outside [ ], recruitment agencies or employment agencies.

c) He [ ] for the job by completing an [ ] and sending it in.

d) He made an application, sending in his [ ] (curriculum vitae - the 'story' of his working life) and a covering [ ] explaining why he wanted the job and why he was the right person for it.

e) We look at the [ ] of applicants: their [ ] of different jobs and their educational [ ]

f) We invite the most interesting candidates to a group [ ].

g) We [ ] the job to someone, and if they [ ] down we have to think again. If they [ ] it, we [ ] them.

2. **Complete the sentences with the words and word combinations below.**

1) I phoned to check on my application, but they said they'd already ... someone.
    a. recruited
    b. offered
2) This job is so important, I think we need to .... someone.
    a. headhunt
    b. hired
3) The selection process has lasted three months, but we're going to ... someone next week.
    a. appoint
    b. accepts
4) I hope she ... , because if she ... the job, we'll have to start looking again.
    a. turns down / accepts
    b. accepts / turns down
5) That last applicant was very strong, but I understand he's had two other ... already.
    a. offers
    b. appoints
6) They've finally ... a new receptionist.
    a. offered
    b. hired
7) Computer programmers wanted. Only those with UNIX experience should ....
    a. hired
    b. apply