## Recruitment

It is the process of finding people for particular job (in Am. English hiring). Someone who has been recruited is a recruit (in Am. E. 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 paid 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

You can search various newspapers or Internet pages for advertised job positions. Then you can apply for the job by completing an application form. You also need to send your CV (curriculum vitae – the “story” of your education and working experience) and a covering letter explaining why you want the job and why you are the right person for it.

Note: BrE: CV; AmE: resume

BrE: covering letter; AmE: cover letter.

### Selection procedures

The following is a description of the selection process – the methods that the company uses to recruit people – by the head of recruitment of a German telecommunications company:

“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. 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 psychological 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.”

## Useful phrases

* **Companies look for people who are:**
* Self-starters, proactive, self-motivated, self-driven
* Methodical, systematic, organized
* Computer-literate, numerate
* Motivated
* Talented
* Team players

I get paid a salary every month.

I get paid wages every week.

I do not earn very much.

I get the minimum wage.

I get a basic salary.

I get extra money – a bonus.

There are some good benefits with this job: I get a company car, and they make payments for my pension.

* **The career ladder:**

-work your way up the career ladder

-get promotion

If you want to leave, you can **resign** or **hand in your notice**.

If you do something wrong, you are **dismissed/fired/sacked/terminated**.

If you have done nothing wrong, you are **laid off/made redundant/offered early retirement**.

* **Parts of speech:**

**Noun: Verb:**

retirement retire

promotion promote

resignation resign

dismissal dismiss

termination terminate