

PEOPLE AND WORK

I. Vocabulary

- vacancy** – position in business for which somebody is needed
- personnel** – persons employed in any work, employees of any organization, staff
- assess** – decide or fix the amount or value, appraise
- recruitment** – finding personnel for vacancies
- applicant** – person who applies for a position or a job
- specification** – careful description of each necessary point, e.g. job specifications
- profile** – short description of an applicant's important points, e.g. education, age, experience, skills, competences, etc.
- references** – information about the past performance of an applicant
- referee** – person who gives references about sb.
- qualify for** – be equipped, have or reach standard necessary for a position
- skills** – special abilities to do something perfectly and well
- define** – state or show clearly
- curriculum vitae** – brief written account of one's past history used when applying for a position
- keep to the point** – limit oneself, e.g. keep to the subject
- net amount** – a sum remaining when nothing else is to be taken away
- deduction** – amount taken away from pay for insurance and pension
- income tax** – money paid by citizens according to their income, e.g. salary, interests from investments etc., to the state for public reasons
- allocate** – to give on one side, as a share or for a purpose, e.g. to allocate a sum of money to education
- allowance** – sum of money agreed to be given to somebody for a specific purpose, e.g. travel allowance
- promote** – give sb. higher position or rank

rotation – moving workers from one job or position to another to widen their experience
merit awards – increases in wages and salaries that are given as job performance improves
bonus – any payment to a worker in addition to his wages, salary or holidays, e.g. Christmas bonus
fringe benefits – incentives, e.g. free housing, mobile phones, company cars given to employees at their disposal in addition to their wages, salaries and holidays
appointment – an office or position held by sb.

II. Vocabulary Practice

1. Select the answer that correctly completes each sentence:

1. must be interviewed before they can get a job.
 a. applicants b. applicants c. employers
2. Letters of application should be accompanied by of the former employers.
 a. information b. news c. references
3. My tax was surprisingly low last year.
 a. income b. outcome c. salary
4. Has she qualified the job?
 a. for b. on c. about
5. He was to the position of the Head of the Department.
 a. postponed b. increased c. promoted

2. Complete the following table and use the words in sentences:

verb	noun
define	
allow	
recruit	

3. Use nouns as adjectives to create common word partnerships:

1. vacancies for jobs
2. experience of work
3. panel for holding interviews
4. diploma from high school

III. Reading

When there is a vacancy in a company, it is the job of the Personnel Manager and his department to manage the recruitment of a new employee. One way an organization can find staff for job vacancies is to recruit or promote in-company. Management can inform people of new-appointments by means of the firm's notice board or news bulletin. Another possibility is to ask for recommendation from departmental managers and supervisors. If it is necessary to recruit outside the company, the personnel department may use commercial and government employment offices or consultants. It may prefer to put its own advertisement in a newspaper or magazine.

It is usual for an advertisement to give a short job description, conditions of work and salary, and to invite motivation letters from applicants. After studying these, management decides who receives an application form.

In order to assess the applications, managers can work from a personnel specification such as Rodger's Seven-Point Plan. They do not choose applicants who do not have a good profile. For this reason, it is important that the application form requests clear information about such things as the applicant's education, qualification and work experience. It must also ask for references from other employers or people who know the applicant well. This information helps management to make a final decision on the number of applicants they can short-list as candidates for an interview.

The staff who hold an interview together are called an interview panel. It is important that they know what information they need to get from the applicants. This comes from a careful reading of job descriptions, personnel specifications, and applications. To help the panel in their selection, some companies use an interview assessment form. This is used by the panel during the interview when each applicant is checked under the same point on the form. Many employers say that the success of a good business begins in the Personnel Manager's office.

IV. Comprehension check

4. State whether each sentence is true or false and explain why:

1. Management never puts advertisements in a newspaper in order to recruit outside the company.
2. Not all the applicants will receive application forms.
3. The interview panel must read all letters of application.
4. Application forms never request information about the applicant's age.
5. Personnel Manager's office is not involved in the recruitment.

5. Answer and discuss the following questions:

1. What are the ways of finding staff for job vacancies?
2. What information should be provided by a job description?
3. What is an interview assessment form good for?
4. Is an interview the best way how to select employees?
5. Do you like interviews yourself? Why/Why not?

V. Supplementary Reading

Once you have found a job you might like, you may have to write or phone for an application form, fill it in and return it. Alternatively, you may have to write a letter of application, explaining why you are applying, and send it with your curriculum vitae, which is a list of your personal details, education and qualification, skills and work experience. It is important to make the most of yourself in the application letters (also called motivation letters), forms or CV, to present them well, to make sure there are no spelling mistakes etc. Unless you can get an interview, you have no chance of getting the job. You will have to be prepared to talk about yourself, but keep to the point of any questions you may be asked.

The first time you receive your pay packet is a great moment. However, you may be disappointed to find that the net amount is less than what you expected because deductions have been made. One of these may be a pension payment. Income Tax is also deducted from your pay and it is defined by the PAYE (Pay As You Earn) method. Many people receive allowances which reduce the amount of tax to be paid, e.g. for a house mortgage or children allowances.

4.

The other compulsory deduction is National Insurance which is also related to the pay. This payment qualifies you for sick pay when you are ill, unemployment pay, industrial injuries payments, and other state payments.

6. Write your own CV and motivation letter.

(Indicate why you are applying for the job, what you can offer to the company and when you are available for an interview.)

Structured CV Outline

Name

Personal details (contact address, telephone numbers, etc)

Education and qualification (in reverse chronological order, relevant study programmes, degrees, courses, certificates)

Work experience (in reverse chronological order, job/position, employer, location, part-time/summer jobs, internships, can include also duties and responsibilities at each position, or this can be described in the motivation letter)

Skills (IT skills and competences, e.g. computer programs, language competence indicating the level of proficiency, communication skills, team working, driving licence, guiding licence, sport instructor licence)

Interests (in case of sports state team or individual sports)

References (referee contact details or "References available on request")

7. Match 1 noun to 2 verbs:

- | | | |
|---------------------|------------|--------------|
| a. interview | 1. fill in | 4. apply for |
| b. application form | 2. give | 5. get |
| c. job | 3. check | 6. hold |

8. Translate the phrases into English:

1. žádat o místo
2. podat inzerát
3. prokázat dovednosti
4. požádat o posudek
5. dát na nástěnku
6. vyplnit formulář
7. mít diplom nebo alespoň osvědčení z angličtiny
8. pohovor se koná zítra
9. uvést osobní údaje
10. udělat konečné rozhodnutí
11. podrobný popis práce
12. držet se tématu
13. být povýšen
14. novoroční prémie
15. zvláštní příplatky na cestovné

5.

9. Explain in your own words:

1. deductions, 2. net amount, 3. allowance

10. Discuss orally or in writing:

1. Income Tax is a state interference into personal finance.
2. Young people should be provided with more allowances.

VII. More Reading

Most workers need some form of introduction or guidance into a new job to help them settle into the position and to give them some background about the firm and the work involved. It is usually provided in the first few weeks through tours round the firm and perhaps additional lectures or films in large firms. Health and safety training is also given at this point.

In order to carry out their own jobs, workers need training in how to carry out their own duties. This sort of long-term training may be provided by a special department within a large firm which has sufficient workers requiring the same sort of training, but often paid part-time study will be offered at a local college. Job training may be left to supervisors or senior workers to undertake but they may not have the necessary skills or the time.

Existing employees may need further training for promotion or for new circumstances, such as computerization. Supervisors and managers are usually trained through a combination of evening and correspondence courses, seminars and rotation round the firm.

11. Answer the following questions:

- A. How many stages of training do you know?
- B. What are the aims of each of them?
- C. How can training be provided?
- D. Are training programmes also provided by our firms and companies?

12. Translate:

1. John Smith našel v novinách zajímavý inzerát. 2. Jedna malá společnost hledala zaměstnance pro obchodní oddělení. 3. John požádal na osobním od-

dělení o formulář a vyplnil ho. 4. Skoro zapomněl uvést, že v roce 1989 složil státní zkoušku z angličtiny a získal diplom. 5. Za několik dní byl John pozván na pohovor, který se konal v prostorách firmy. 6. Při pohovoru se komise zajímala o Johnova studia a předchozí zaměstnání. 7. John chtěl vědět, zda jeho práce bude spojena s cestováním a zda má možnost postupu v rámci firmy. 8. Dozvěděl se rovněž, že úspěšný kandidát bude moci používat firemní auto a budou mu hrazeny náklady na cestování. 9. Nyní John netrpělivě čeká na výsledek, který má být oznámen do konce měsíce.

VIII. English-Czech Vocabulary

allocate	přidělit, určit na
allowance	příděl, přídavek; sleva na dani
applicant	uchazeč, žadatel
apply for (a job)	ucházet se o (místo)
position	místo, funkce
assess	stanovit, ohodnotit
bonus	zvláštní příplatek, prémie
candidate	kandidát
curriculum vitae	životopis
deduction	odpočet, srážka
define	vymezit, stanovit
fringe benefits	výhody
income tax	daň z příjmu
keep to the point	mluvit k věci
merit awards	odměny za výkon
motivation letter	motivační dopis
net amount	čistá částka
personnel	zaměstnanci, kádry
profile	profil osoby, charakteristika
promote	povýšit
qualify for	být oprávněn, mít kvalifikaci pro

recruitment	nábor, získávání nových pracovníků
references	posudek, hodnocení
rotation	„kolečko“, rotace
shortlist	provést užší výběr
skills	dovednost, schopnost
specification	přesný popis
vacancy	volné místo, pracovní příležitost