**Руководство к практическому занятию по теме**

**RECRUITMENT**

**SELECTION PROCEDURES**

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**Active vocabulary**

* **recruit** (recruits, recruiting, recruited) *verb*
* **dismiss** (dismisses, dismissing, dismissed) *verb*

If you **recruit** people for an organization, you select them and persuade them to join it or work for it. When an employer **dismisses** an employee, the employer tells the employee that they are no longer needed to do the job they have been doing.

*The police are trying to recruit more black and Asian officers.*

*... the power to dismiss civil servants who refuse to work.*

* **headhunt** (headhunts, headhunting, headhunted) *verb*

If someone who works for a particular company **is** **headhunted**, they leave that company because another company has approached them and offered them another job with better pay and higher status.

*He was headhunted by Barkers last October.*

*They may headhunt her for the position of Executive Producer.*

* **headhunter (headhunters)** *n-count*
* **recruitment consultant** (recruitment consultants) *n-count*

A **headhunter** or **recruitment consultant** is a person or service that helps professional people to find work by introducing them to potential employers.

*...a top international headhunter who places chairmen and chief executives in private companies, with salaries of up to £1 million.*

*Recruitment consultants and employment agencies may help to locate opportunities more effectively, but there are pitfalls.*

* **reference** (references) *n-count*
* **referee** (referees) *n-count*

A **reference** is a letter that is written by someone who knows you and which describes your character and abilities. When you apply for a job, an employer might ask for references. A **referee** is a person who gives you a reference, for example when you are applying for a job.

*The firm offered to give her a reference.*

*One problem that frequently arises is that you do not wish to give your present employer as a referee when applying for a job.*

***Recruitment***

The process of finding people for particular jobs is **recruitmen**t 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.’

**Practice your vocabulary**

1. **Use the terms below to complete the job advertisement.**
2. recruit
3. length of notice
4. referees

**Scot, Sinclair, Murdoch (UK)**

**LEGAL OFFICER**

Due to expansion of the firm, we need to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_a new legal officer to join our established legal team. Please check our website at Scotsim.co.uk for full details. Application is by letter, with the names of three\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and you should indicate the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ you must give your current employer.

1. **Use the terms in the box to complete the paragraph.**

|  |
| --- |
| headhunted constructive dismissal recruitment consultant |

It is very flattering when a\_\_\_\_\_\_\_\_\_\_\_\_\_ telephones you and tells you that you are being \_\_\_\_\_\_\_\_\_\_\_\_\_. Sometimes they call you because your employer has asked them to find you another role with another firm, however. This happens because companies find it easier and cheaper to dump a difficult employee rather than risk being sued for unfair or \_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

1. **Replace the underlined phrases with correct forms of words and expressions from active vocabulary.**

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 license and contacted (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.

***Over to you***

**Describe the applying for the job and selection procedure:**

* **what a company personnel department does.**
* **what a person looking for work does.**