

University of Djilali Bounaama
Khemis Miliana
Faculty of Economic Sciences, Commercial Sciences and Management Sciences



RECRUITMENT

The process of finding people for particular jobs is recruitment or, especially in Am. English, hiring. Someone who has been recruited is *a recruit* or, in Am. 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 appointment pages of one of the national papers. He made an application, sending in his CV and a covering letter explaining why he wanted the job and why he was the right person for it.

Selection procedures

Dagmar Tina 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 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”.

I. How would you generally feel happy or unhappy, if you were in the following situations. Use the words in italics to help you decide:

1. The company you work for is well-known for its *job security*.
2. You were suddenly made *redundant*.
3. You received a *promotion*
4. You were given an *increment*.
5. You worked *unsociable hours*.
6. You had a *steady job*.
7. You had *adverse working conditions*.
8. You suddenly found yourself *unemployed*.
9. You took time off work because of *repetitive strain injury*.
10. The office where you work has *sick building syndrome*.
11. You receive regular *perks* as part of your job.
12. Somebody called you a *workaholic*.
13. Your company doesn't give you many *incentives*.
14. Your boss announces that there is going to be some *downsizing* of the *workforce*.
15. Your work didn't offer much *job satisfaction*.
16. Your company has a generous *incentive scheme*.
17. You receive a *commission* for the work you have done.
18. You receive support from a *union*.
19. You were under *stress*.
21. You received a cut in your *salary*.
22. Your company gave you *sickness benefit*.
23. You found your job very *demanding*.

II. Match sentences 1-6 in the first box with one of the sentences A-F in the second. Use the words in italics to help you:

1. Samantha is the assistant manager of a bank and she works from 8.30 to 5.30 every day.
2. Tracy works on the production line of a factory which makes cars. She uses a machine to spray paint onto the finished car parts.
3. Jane works for herself. She is a photographer. She works every day for about eight or nine hours.
4. Jeanette is a cleaner for a company in Birmingham, but she only works there for about three or four hours a day.
5. Claire has a powerful job in the personnel office of a large multinational company. She is responsible for employing new people and getting rid of those that the company doesn't want to employ anymore.
6. Marie works in the finance department of an international college in Oxford.

- A. She is a *semi-skilled blue-collar worker* in a *manufacturing industry*.
- B. She is a *self-employed* and works *full-time*. She likes to describe herself as *freelance*.
- C. She is responsible for *hiring and firing*.
- D. She calculates the *wages, salaries, pension contributions* and *medical insurance contributions* of all the staff.
- E. She is a *full-time white-collar worker* in a *service industry*.
- F. She is an *unskilled part-time employee*.

III. Written expression

'Some people live to work, and others work to live. In most cases, this depends on the job they have and the conditions under which they are employed. In your opinion, what are the elements that make a job worthwhile?'