

Job advertising

Exercise 1:

Match the words and expressions in the first box with one of the dictionary definitions in the second box.

- (1) advance (2) application (3) basic salary (4) benefits (5) candidate (6) colleagues
(7) commencing (8) commission (9) cover letter (10) drive (*noun*) (11) experience
(12) incentive (13) increment (14) interview (15) leading (*adjective*) (16) motivate
(17) post (*noun*) (18) qualified (19) relocation allowance (20) responsibilities
(21) résumé (22) rewards package (23) team (24) vacancy

- A. To have the right qualifications.
B. Money which is given to a sales person for selling a certain amount of goods (usually expressed as a percentage of the value of goods sold).
C. To encourage somebody to do something.
D. Something which encourages you to work harder.
E. The different things you need to do as part of your job.
F. A letter that you send with a résumé, document, etc., which gives basic information about why you are sending it.
G. (In a job) To reach a higher position with more money and more responsibility.
H. The collection of different things that you receive in return for doing your job.
I. The people you work with in a company.
J. A job.
K. A detailed list of your qualifications, work experience, etc.
L. The knowledge and skills that you get by doing a particular job.
M. A job which is not filled by somebody.
N. The things that you get for doing your job in addition to money.
O. The minimum amount of money you receive for doing a job.
P. A group of people who work together in one company or department.
Q. The questioning of a person who is applying for a job.
R. Money which is sometimes paid to somebody when they leave one place to go and work in another place.
S. A formal request (usually written) for a job.
T. A more formal word for *beginning* or *starting*.
U. The most successful or most important.
V. A regular pay rise, often based on how well an employee performs at work.
W. An energetic way of working.
X. A person who applies for a job.

Exercise 2:

Look at this conversation and complete the gaps with words or expressions from Exercise 1. Try to do this *without* looking back at Exercise 1.

Bob: What are you reading?

Terry: The jobs pages in the paper.

Bob: Oh really? Anything interesting?

Terry: Well, there's something here I like the sound of. Modus International, a (1) _____ supplier of auto parts, has a (2) _____ for the (3) _____ of Sales Manager in their Seattle office.

Bob: That sounds like your kind of job. When does it begin?

Terry: Let me see. Er, (4) _____ April 1st, it says here. That's in three weeks' time.

Bob: You'd better get your (5) _____ in, if you're interested. What else does it say about the job?

Terry: It says that the successful (6) _____ should be suitably (7) _____ and should have had extensive (8) _____ in sales management.

Bob: That sounds perfect. You've got a University degree in Business Management, and you've been working in sales for more than five years.

Terry: I guess so. It also says that he or she should be able to work as part of a (9) _____, and should have (10) _____ and the ability to (11) _____ and inspire his or her (12) _____.

Bob: Well, that's great! You've always got on with the people you work with, and everyone is always saying how you're able to encourage people to work harder.

Terry: That's true. It also says that the (13) _____ include liaising with colleagues around the country, training new staff and presenting a full report to the board of directors twice a year.

Bob: It all sounds quite good. What's the company offering in return?

Terry: The (14) _____ they're offering looks very attractive. It includes a (15) _____ of \$35000 per annum...

Bob: What does that mean?

Terry: Well, that's the minimum amount of money that you can earn during the year. In addition to that, they're offering 10% (16) _____ on all sales made.

Bob: Well, that's a good (17) _____. The more you work, the more you sell. And the more you sell, the more money you'll make!

Terry: Exactly. There's also a guaranteed annual (18) _____ of \$2500, and a (19) _____ of \$4000.

Bob: What's that for?

Terry: To pay me for moving to the area, finding an apartment, and so on. Oh, and there are other (20) _____, such as a company car, free medical and dental insurance and free meals in the cafeteria. It also says that there is room to (21) _____, so I might end up with an even better job within the company.

Bob: So what should you do if you're interested in applying for the job?

Terry: It says I should send my (22) _____, together with a (23) _____, to their head office in Los Angeles. If the company is interested, they'll contact me to arrange an (24) _____ at one of their offices nearer home.

Bob: Go for it! I can come and visit you. I've always wanted to see the Pacific Ocean!

Also see *Contracts* on pages 12 and 13, *Earnings, rewards and benefits* on pages 16 and 17, and *Job recruitment* on pages 25 and 26.

Job recruitment

Look at the pairs of words and expressions in **bold** in this article, and decide which one is best in each situation. In several cases, *both* words are correct.

Part 1

When a company has a (1) **vacancy** / **vacant** for a job, and it needs to (2) **hire** / **recruit** a new member of (3) **crew** / **staff**, it usually (4) **publicizes** / **advertises** the (5) **post** / **position**. It does this (6) **internally** / **internationally** (for example, in the company magazine or on a company notice board, so that the job is only open to people already working for the company), or (7) **extensively** / **externally** in the 'situations vacant' section of a newspaper. It might also use a recruitment (8) **agency** / **agenda**, which helps people to find (9) **job** / **work**.

A job advertisement has to give an accurate (10) **describing** / **description** of the job and what the company needs and expects from the (11) **applicant** / **application** (the person who is (12) **applying** / **appalling** for the job). These (13) **requirements** / **requisitions** might include (14) **qualifications** / **qualities** (academic, vocational or professional), (15) **experience** / **experiences** in similar lines of work, and personal (16) **qualifications** / **qualities** (for example, it might say that you need to be (17) **practicing** / **practical**, (18) **professional** / **professorial** and have a sense of humor).

Most advertisements specify the (19) **rewards** / **remuneration** that the company can offer in return for your work (including the basic annual (20) **wage** / **salary**, any commission you could receive, regular pay (21) **rises** / **increments**, and so on). Some advertisements will also tell you about other (22) **benefits** / **beneficial** (including paid annual (23) **leave** / **vacations**, free medical care, a company car, free meals in the cafeteria, etc.) that you might receive. If the (24) **packet** / **package** they are offering is very generous and attractive, and is (25) **commensurate** / **commendable** with the work that is necessary, the company can expect a lot of people to apply for the job.

Part 2

If somebody is interested in the job, they are usually asked to send to send their (1) **resume** / **résumé** with a (2) **cover** / **covering** letter. Alternatively, they might be asked to (3) **fill in** / **fill out** an (4) **application** / **applicant** form and (5) **submit** / **send** it to the company. The managers of the company will read these and then make a (6) **short-list** / **small-list** of the people it wants to (7) **attend** / **attempt** an interview. At the same time, it will (8) **reject** / **turn down** those who it feels are (9) **unsuitable** / **unthinkable**.

During and after the interviews, the managers will consider the different aspects of the (10) **candidates / applicants** to decide whether they have the correct (11) **potency / potential** for the job. These might include physical (12) **apparition / appearance** (are they smart and well-presented?), general (13) **disposition / disposal** (for example, are they friendly and easy to work with?), special (14) **skills / abilities** (for example, are they computer literate, can they drive, or do they speak any other languages?) and (15) **interests / hobbies** (what do they like doing in their free time?). They might also consider their family (16) **backing / background** (are they married, do they have children?) and (17) **medicine / medical** history. The person who most closely (18) **suits / matches** the (19) **profile / criteria** decided by the managers will then be accepted for the job.

Before somebody is (20) **offered / suggested** the job, s/he is asked to provide (21) **referees / references** from people who know him / her (usually a former (22) **employer / employee**, a (23) **colleague / co-worker**, and / or a close friend). Before s/he actually starts working, s/he may go through an (24) **induction / introduction** program to learn more about the company and the job. Sometimes, s/he may be given a (25) **temporary / temporal** contract and obliged to complete a (26) **trial / probationary** period (where his / her employers make sure that s/he is suitable for the job) before being offered something that is more (27) **permanence / permanent** (a fixed-term or open-ended contract, for example). After s/he has been with the company for a while, there will probably be an (28) **appraisal / appreciable**, to assess how s/he is getting on. These may be repeated on a regular basis throughout his / her time with the company.

Also see *Contracts* on pages 12 and 13, *Earnings, rewards and benefits* on pages 16 and 17, and *Job advertising* on pages 23 and 24.