**25. Work and job**

**Before you start:**

1. What do you think is important to do to complete an internship successfully and get a full-time job?

In my opinion, completing an internship successfully involves several key factors. Firstly, it's essential to have a positive attitude and a willingness to learn and adapt to new situations. Being proactive and taking initiative to ask questions and seek out new experiences can also demonstrate your commitment and enthusiasm. Additionally, building relationships and networking with colleagues and industry professionals can help you gain valuable insights and potentially lead to job opportunities. Finally, delivering high-quality work and meeting or exceeding expectations can showcase your skills and abilities and make you a strong candidate for a full-time job.

1. How to behave properly in an interview?

To behave properly in an interview, it's essential to be punctual and arrive on time or early. Dress professionally and be prepared with a copy of your resume and any relevant documents. During the interview, listen carefully to the interviewer's questions, provide thoughtful and concise answers, and demonstrate your interest and enthusiasm for the position.

1. Have you ever had a job interview? Describe your experience.

Yes, I’ve had this experience. So, the first was in early 2022 to the VK company. To be honest, I was bad then, my skills was low to get the offer thus I wanted to forget this point. Next, in January this year was another try to get the job in relatively small company, but it was not my sphere (IT but not what I really wanted and knew). Therefore, it was rejected. In the march I had 2 interviews, MTS and GazpromBank, it was different position and different fields, but then I had a choice, and I preferred the best option for me.

**Glossary**

**Ex. 1 Learn the basic vocabulary terms:**

|  |  |  |
| --- | --- | --- |
| Word | Transcription | Translation |
| recruit | /rɪˈkruːt/ | нанимать на работу |
| employ | /ɪmˈplɔɪ/ |
| hire | /ˈhaɪə(r)/ |
| recruiter | /rɪˈkruːtə(r)/ | агент по найму (отдел кадров) |
| employment | /ɪmˈplɔɪmənt/ | занятость |
| employee | /ɪmˈplɔɪiː/ | сотрудник |
| employer | /ɪmˈplɔɪə(r)/ | работодатель |
| application | /ˌæplɪˈkeɪʃn/ | специализация |
| workplace | /ˈwɜːkpleɪs/ | рабочее место |
| headquarters | /ˌhedˈkwɔːtəz/ | головной офис |
| muscular effort | /ˈmʌskjələ(r) ˈefət/ | мышечное усилие |
| workflow | /ˈwɜːkfləʊ/ | рабочий процесс |
| headhunter | /ˈhedhʌntə(r)/ | охотник за головами, хедхантер |
| to assess | /əˈses/ | оценивать |
| acquaintance | /əˈkweɪntəns/ | знакомство, ознакомление |
| extracurricular activities | /ˌekstrəkəˈrɪkjələ(r) ækˈtɪvəti/ | внеклассные занятия |
| to be redundant | /rɪˈdʌndənt/ | быть уволенным по сокращению штата |
| to outsource | /ˈaʊtˌsɔɹs/ | передать задание стороннему исполнителю |

**Ex. 2 Read the text:**

Though people seem to use work and job interchangeably there actually exists a difference between work and job. The word “work” – comes from the Old English word “weorc” or “worc” while the word “job” – is said to be the mid 16th century and comes from the Middle English word “gobben”. Both work and job are words that are used in a number of phrases in the English language. Some examples would be, between jobs, big jobs, do the job, give something up as a bad job, at work, have one’s work cut out, in the works. Work something in, work something off are some phrasal verbs that use the word work.

What is the difference between “work” and “job”?

1. The word “work” normally refers to any kind of muscular effort that is put into an action. On the other head, the word “job” refers to an occupation for which you are paid a salary; it is also called a profession or an occupation.
2. In short, it can be said that the word “work” is a subset of the word “job”.
3. Replacing “job” with “work” will not give the correct idea. “Work” can be done both *inside* an official job and *outside* a job. This is an important difference between these two words.
4. Another important difference between these words is that the word “work” can also be used as a verb. On the other hand, the word “job” cannot be used as a verb but can be used only as a noun.

Let’s talk about work and jobs.

The workflow begins with the process of headhunting. Headhunting is a process of finding people for particular jobs, also known as recruitment or, especially in American English, hiring. Someone who has been recruited is an employee; or in Am. E. - a hire. 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. In larger organizations there is a human resources department (HRD) that deals with pay, recruitment, etc. This area is called human resources (HR) or human resource management (HRM). Another name for this department is the personnel department.

Dagmar Schmidt, the head of recruitment at a German telecommunications company had a speech on personal experience regarding the selection process and workplaces:

“We look at the background of applicants: their experience in 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 candidate to do a written psychometric test 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 candidates to come back for more interviews. Finally, we offer the job to someone. If the candidate accepts the offer, we hire them. However, recruiters not so rarely face a situation where a candidate rejects the offer or rescinds their initial acceptance.

Generally, there are two different situations where the candidate decides to rescind their acceptance of a job offer. In one, the candidate tells you that they’ve received a better offer and are choosing it over yours. After that, they ghost you, and that’s that. In the other situation, the candidate tells you they received a better offer and then *tells you what it is.*This is important because, in this situation, the candidate is interested in working for you but received a more compelling offer from a less compelling company. In this case, you have the opportunity to counteroffer, that is, to improve your initial offer. If they’re talented and beneficial to keep on hand, it can still be worth keeping them, but it can be expensive and stressful. Or you can continue searching further.

After a person is hired, they are given a workplace. A company’s activity may be spread over different sites. A company’s most senior managers usually work in its head office or headquarters (HQ). Some managers have their own individual offices, but in many businesses, most employees work in open-plan offices. Large areas where many people work together are called the lofts. The everyday work supporting a company’s activities, is often done in offices like these by administrative staff or support staff.”

The way a potential employee goes through the aforementioned process is defined by their employability. It encompasses a combination of personal, social and economic factors that combine to give a greater or lesser likelihood of an individual being able to secure and maintain employment. Most employers look for certain skills and qualities in their job candidates, in addition to academic qualifications. Known as employability skills, these skills may not be job-specific, but they play an important role in improving your performance and value in the workplace. These skills can also have an impact on your ability to progress in your career.

Another speaker, John, an employee of a specialist IT company, speaks about employability in the IT industry:

“'IT Services (ITS) put a lot of emphasis on professional development, and we often go on training courses so we can keep up with current trends in the industry. ITS tell us that although we may not have a job for life with the company, our up-to-date skills will mean that we will always be employable. Companies and governments talk about the importance of lifelong learning - continuing to develop our knowledge by going on courses and reading journals, for example. I really enjoy my work but in the next year or two, I may make a career move and join another company.

Before ITS, I used to work in the IT department of a bank. All the IT work has done in-house. I thought I had a job for life. But then one day the bank decided to cut costs by outsourcing the work to ITS. Luckily, the bank didn’t make me redundant, so I didn’t lose my job and after a while I decided to work for ITS instead. We work with a lot of different clients – I’m consultant and I give them advice.

When I'm about 40, I want to set up on my own as a freelancer offering consultancy services to different companies. The idea of working freelance on different projects for different clients attracts me.”

**Ex. 3 Answer the following questions**

1. What is difference between words “work” and “job”?

"work" refers to any kind of physical or mental effort put into an action, while the word "job" refers to an occupation for which one is paid a salary. The text also notes that "work" can be done both inside an official job and outside of a job, which is an important difference between these two words

1. What does a “subset” of something mean? Describe this word and comment on its usage between work and job definitions.

A subset is a part or a portion of a larger set or group that contains only elements or members that have specific characteristics or properties. In other words, a subset is a smaller group that is contained within a larger group and shares some common attributes with the larger group.

In the context of the definitions of work and job, a subset refers to the fact that a job is a type of work, but not all work is necessarily a job. A job is a specific type of work that is usually done for pay, while work can refer to any type of activity that involves effort or exertion, whether it is paid or not. Therefore, a job is a subset of work, as it is a type of work that is done for a specific purpose, such as earning money.

1. How do companies search for potential employees?

companies can use job search websites, social media platforms, and recruitment agencies to find potential employees. They may also use their own websites and professional networks to advertise job openings and attract candidates. Additionally, companies may conduct interviews, review resumes and cover letters, and assess the skills and qualifications of candidates to determine their suitability for the job.

1. What does the selection or recruitment process look like?

The selection or recruitment process typically starts with screening applications or resumes to identify the most qualified candidates. This may be followed by a series of interviews, assessments, and reference checks to further evaluate candidates and determine their suitability for the position. The final step usually involves extending an offer to the chosen candidate, who may then need to undergo a background check or drug test before beginning employment.

1. What are the possible ways for a company to arrange workplaces?

One common approach is to have a traditional office setting with individual desks or cubicles. Another option is an open floor plan, which encourages collaboration and interaction among employees. Some companies also offer remote work options, allowing employees to work from home or other locations outside of the office.

1. Do employers focus on education and experience only in the selection process, or are there more factors that affect employability of a person?

employers consider a variety of factors beyond just education and experience when selecting employees. Other factors that can affect employability include soft skills, such as communication and teamwork, as well as personal characteristics like motivation and attitude. In addition, some employers may also consider factors such as cultural fit and diversity when making hiring decisions.

1. What is outsourcing and why do companies choose to outsource a part of their tasks?

Outsourcing refers to the practice of hiring external companies or individuals to perform certain tasks or functions that are normally done in-house. Companies may choose to outsource for various reasons, such as reducing costs, accessing specialized expertise, improving efficiency, or focusing on core business functions. By outsourcing certain tasks, companies can also free up internal resources and avoid the need to invest in additional equipment, infrastructure, or personnel.

1. Are jobs for life common nowadays? What are the benefits and drawbacks of holding such a job?

jobs for life are not as common nowadays as they used to be. Benefits of having a job for life include job security and stability, while drawbacks include a lack of variety and the potential for stagnation. Additionally, some argue that jobs for life can lead to a lack of motivation and a sense of entitlement.

1. Is counteroffering a good strategy for an HR department and in what cases?
2. What is the difference between hiring and recruiting employees? Explain the meaning of these words.

In general, "hiring" and "recruiting" are often used interchangeably, but there is a subtle difference between the two. Hiring typically refers to the actual process of filling an open position with a qualified candidate. Recruiting, on the other hand, is the broader process of identifying, attracting, and engaging potential candidates for a job.

Recruiting involves a more strategic and long-term approach that focuses on building relationships with potential candidates, while hiring is typically more immediate and tactical, focusing on filling a specific position quickly. In short, hiring is a part of the broader recruiting process.

So this text is about work and job. In the world of work, "work" and "job" are two commonly used terms with slightly different meanings. Work involves any activity that requires effort and produces a result, while a job is a specific paid position of employment, subset of work. A subset is a smaller part of a larger whole, which in work could refer to a specific type of job within an industry or company. Companies use various methods to identify potential employees such as job ads, recruiters, and referrals from current employees or professional networks. The selection process includes screening resumes, conducting interviews and assessments, with the aim of identifying the most qualified candidates for the job and company culture. Workplaces can be arranged in different ways including traditional office spaces, remote work, and coworking spaces, with different types of work arrangements available. Employers consider various factors in the selection process including education, experience, personality traits, communication skills, work ethic, reliability, and potential for growth within the company. Outsourcing, hiring external companies or contractors to perform certain tasks or services, is another important concept. Jobs for life are now less prevalent, as companies prioritize flexibility and adaptability in their staffing strategies. Counteroffering, making a counter offer to a job candidate who has received another job offer, can be a useful strategy for HR departments in certain cases. Finally, there is a difference between hiring and recruiting employees, with hiring being the process of filling a specific job opening, and recruiting being the broader process of identifying and attracting potential candidates to the company.

**Ex. 4 Match the English words and word combinations with their Russian equivalents.**

|  |  |
| --- | --- |
| 1. тип занятости c  2. какие-либо мышечные усилия e  3. анализ подчерка h  4. процесс отбора f  5. решил сократить расходы путем аутсорсинга j  6. оценить интеллект и индивидуальность b  7. опыт работы и специализация a  8. техническая поддержка i  9. самостоятельно как фрилансер, предлагающий консультационные услуги различным компаниям d  10. рекрутерские (кадровые) агенства g | A. experience of different jobs and educational qualifications  B.to assess their intelligence and personality  C. types of employment  D. on my own as a freelancer offering consultancy services to different companies  E. any kind of muscular efforts  F. selection process  G. recruitment agencies  H. handwriting analysis  I. technical support  J. decided to cut costs by outsourcing the work |

**Ex. 5 Define the following statements as True or False. Correct false sentences**

1. Employers invite all those who write a psychometric test F
2. The word “job” – comes from the Old English word “gobben” while the word “work” – is said to be the mid 16th century and comes from the Middle English word T
3. If an employee who rescinds their acceptance of a job offer is talented and beneficial to the company, the HR department sometimes gives them a better offer. T
4. Companies check references of all candidates’ referees. F

Companies may check references of selected candidates or only the final candidate.

1. It can be said that the word “job” is a subset of the word “work”. T
2. Employers ask the candidates to do written psychometric test and get them medically tested to assess their intelligence and health. F

While some employers may ask candidates to take written psychometric tests, medical tests to assess intelligence and health are not typically part of the hiring process.

1. Employability skills can have an impact on your ability to progress in your career. T
2. Some managers have their own offices, but not everyone. T
3. Employers invite the most interesting candidates one by one and offer them the job. F

Employers may invite multiple candidates for an interview and then select the most suitable candidate(s) for the job.

1. Most senior managers work in open plan offices. T

**Ex. 6 Translate the following sentences into English.**

1. Ты получаешь организованное рабочее место, после того как тебя приняли на работу.
2. Компания может нанимать сотрудников напрямую или пользоваться услугами рекрутинговых агентств или агентств по трудоустройству.
3. Мы проверяем ссылки, указанные в резюме, написав предыдущим работодателям или преподавателям.
4. Большие площади, где люди работают вместе, называются лофтами.
5. Внешние специалисты, прозванные охотниками за головами, могут быть призваны охотиться за «головами» людей на очень важных должностях, убедив их покинуть организации, в которых они уже работают.
6. Мы не просим рукописные резюме- их люди, как правило, отправляют по электронной почте; анализ подчерка относится к 19му веку.
7. Составьте список навыков, знаний, а также профессиональных и личных качеств, которые требуются работодателю и имеют решающее значение для успеха в работе.
8. Во время собеседования вы должны будете предоставить подробную информацию о вашей истории работы, включая каждую вашу работу, даты начала и окончания работы, вознаграждение, занимаемые должности и компании, в которых вы работали.
9. Когда речь заходит о том, сколько вы хотите заработать, может быть сложно ответить таким образом, который обеспечит вам достойную заработную плату.
10. Для студентов колледжей и недавних выпускников важно связать ваше образование, внеклассные занятия и опыт (работа и учеба) с работой, на которую вы претендуете.
11. You get an organized workplace after you are hired for a job.
12. A company can hire employees directly or use the services of recruiting agencies or employment agencies.
13. We verify the references listed in the resume by contacting previous employers or teachers.
14. Large spaces where people work together are called lofts.
15. External specialists, known as headhunters, may be hired to hunt for people in very important positions, persuading them to leave organizations where they already work.
16. We do not ask for handwritten resumes - people usually send them by email; handwriting analysis belongs to the 19th century.
17. Make a list of the skills, knowledge, as well as professional and personal qualities that the employer requires and are crucial for success in the job.
18. During the interview, you will need to provide detailed information about your work history, including every job, start and end dates, compensation, positions held, and companies where you worked.
19. When it comes to how much you want to earn, it can be difficult to answer in a way that will ensure you get a decent salary.
20. For college students and recent graduates, it's important to connect your education, extracurricular activities, and experience (work and study) with the job you are applying for.

**Ex.7 Study the following words and word combinations and fill in the blanks using them:**

self-organizational employers dedicated behavioral background responsibilities well-crafted encountered work employees

1. A company may recruit **employees** directly or use outside recruiters, recruitment agencies or employment agencies.
2. Word “**work**” can also be used as a verb.
3. The HR department checks references of shortlisted candidates by writing to their previous **employers** or teachers that candidates have named in their applications.
4. The potential candidates should be qualified, experienced with a capability to take the **responsibilities** required to achieve the objectives of the organization.
5. The resumes of the candidates are reviewed and checked for the candidates’ education, work experience, and overall **background** matching the requirement of the job.
6. **Behavioral** interview is the interview which include questions and examples of your behavior in different life situations from the past.
7. A **well-crafted** question about a specific hypothetical situation is a great way to see the way a candidate responds in certain situations.
8. You will be given a **dedicated** time to ask questions and encouraged to ask similar situational questions.
9. By explaining how you would fix a mistake or problem that you had **encountered** your answer will show self-awareness and emotional intelligence.
10. Regardless of the way you prioritize tasks to be done within a team, an individual’s **self-organized** skills are important.

**Ex. 8 Read the text**

**The most common job interview questions.**

Interviews for students or recent students are unique because you don’t often have as much work experience as other job seekers. However, you still have a lot to offer. The key to impressing any employer is to be prepared and to position your own unique situational skills.

During a job interview, listening is just as important as answering questions. If you're not paying attention, you're not going to be able to give a good response. It's important to listen to the interviewer, pay attention, and take time, if you need it, to compose an appropriate answer. It's also important to discuss your qualifications in a way that will impress the interviewer.

There are a number of types of interview questions a student or recent student might be asked in interviews.

*Behavioral Interview Questions*

Many interview questions will be behavioral interview questions. These questions require you to provide an example of a time when you did something work-related in the past. For example, an interviewer might ask, “Tell me about a time you had to complete a group project under a tight deadline.” Interviewers ask questions about your past to see what kind of an employee you might be in the future.

These kinds of questions require you to think of examples from past experiences. Describe the specific example you are thinking of (it helps to think of examples in advance). Explain the situation, and what you did to either solve the problem or achieve success. Then, describe the result.

As a student or recent student, you might not have a lot of work experience. You can draw on experiences as a student, an intern, or even a volunteer. If you participated in any extracurricular activities, you could talk about those experiences too.

Behavioral interview questions will be more focused than traditional interview questions and you'll need to respond with special examples of how you handled situations in the workplace. Review examples of the questions you may be asked during a behavioral job interview and think about how you would answer them.

* Give an example of an occasion when you used logic to solve a problem.
* Give an example of a goal you reached and explain how you achieved it.
* Describe a decision you made that was unpopular and how you handled implementing it.
* Have you gone above and beyond the call of duty? If so, how?
* What do you do when your schedule is interrupted? Give an example of how you handle it.
* Have you had to convince a team to work on a project they weren't thrilled about? How did you do it?
* Have you handled a difficult situation with a co-worker? How?
* Tell me about how you worked effectively under pressure.

Follow-up questions will also be detailed. You may be asked what you did, what you said, how you reacted or how you felt during the situation you shared with the hiring manager.

*Situational Interview Questions*

Situational interview questions ask you to consider a possible future situation at work. An interviewer might ask, “How would you handle working on three tasks that are all due at the same time?” Although these are about future situations, you can still sometimes answer with an example from a past experience.

An example provides credibility to your answer. When you provide examples, try to use examples that are closely related to the job you’re applying for. Think about past work, volunteer, or school experiences that required skills similar to those needed for this job.

A situational interview is similar to a behavioral interview where candidates are asked specific questions about what may happen in the workplace. The questions typically involve problem-solving and handling difficult issues and circumstances at work.

*Questions About Yourself*

Interviewers will ask you a lot of questions about yourself. Some of these will be straightforward questions about your education and work history. Others will be about your character such as your strengths and weaknesses.

To prepare for these kinds of questions, be sure to review your resume and cover letter thoroughly. Also look at a list of common interview questions to prepare answers for questions about yourself. Remember to answer honestly, but always put a positive spin on your answers.

When an interviewer asks questions about yourself, they are trying to determine how good of a fit you are for the company. Does your personality match the company’s culture? Are your goals and job expectations match for what your role in the company will be if you're hired? How will you fit in with the current team?

*Questions About the Company*

The employer might also ask you questions about the company, and why you think you are a good fit for the position. To answer these questions, be sure to research the company ahead of time. Get a sense of the company culture – its mission, the work environment, and what the company looks for in employees.

As the interview comes to a close, one of the final questions you may be asked is "What can I answer for you?" Have interview questions of your own ready to ask. You aren't simply trying to get this job - you are also interviewing the employer to assess whether this company and the position are a good fit for you.

**Ex. 9 Mark these statements as true or false.**

1. You should not raise the topic of salary during the interview. F
2. If you do not have experience in a field, you can describe any similar experience from school / university / just from life. T
3. It is permissible to slightly embellish the truth during the interview. F
4. During the interview, only a recruiter can ask questions. F
5. There is no need to answer interviewer’s questions 100% honestly. F
6. The ability to listen is more important than answering questions during the job interview. T
7. It is a good strategy for a student to talk about extracurricular activities, volunteering, or school experiences if he doesn’t have a required job experience. T
8. Behavioral interview questions ask you to explain how you would behave in a hypothetical situation. T
9. Reflecting on past experiences helps answer situational interview questions. T
10. It is important to be familiar with the company culture in order to leave a positive impression on your potential employer. T

**Ex. 10 Imagine that you have been invited for the job interview to you dream company. Think about the following questions and write a short essay about it:**

1. What is your dream company? Why?
2. Do you know someone who works there? Will you ask this person some questions before going to the interview?
3. Why is it important to learn something about the company before the interview?
4. What questions would you ask the interviewer?

My dream company is Valve, as it is a leading company in video games. Their vision, mission, and values align with my personal and professional goals. Moreover, they have a reputation for being innovative, ethical, and employee-friendly. Working for such a company would be a great opportunity for me to learn, grow, and contribute to society.

By the way, I know someone who works there. Before going to the interview, I will ask them some questions to get insights into the company's culture, work environment, and expectations from the employees. They can also give me some tips on how to prepare for the interview, what questions to expect, and how to showcase my skills and experience effectively.

It is essential to learn something about the company before the interview to demonstrate your interest, knowledge, and fit for the position. By researching the company's history, products, services, competitors, and industry trends, you can show that you have done your homework and are committed to working for the company. Moreover, this can help you tailor your answers to the interviewer's questions and show how your skills and experience align with the company's needs.

During the interview, I would ask the interviewer the following questions:

Can you tell me more about the company's culture and values?

What are the main challenges and opportunities in this role?

How does the company support employee growth and development?

What is the team structure and how does it operate?

What are the company's goals and strategies for the future?

Can you describe a typical day or week in this role?

How does the company measure success and performance in this role?

What are the next steps in the hiring process, and when can I expect to hear from you?

By asking these questions, I can get a better understanding of the company, the role, and my fit for the position. It also shows that I am interested, curious, and proactive in my approach to work.

**Ex. 11 Break into groups of 3-4 people. Think about what is important for each of you to have at work. Could it be to have your own office? Or a good coffee machine? Perhaps a friendly team and regular team-building meetings? Or do you want extra health insurance and food/travel reimbursement? Discuss this with your partners.**

In my opinion, there are several important factors that contribute to a fulfilling and productive work environment. Healthcare is certainly one of them, as having access to medical care and wellness programs can help employees stay healthy and reduce absenteeism. Sport opportunities are also important, as they can help reduce stress and promote physical health.

A smart and beautiful office with open-space is also crucial, as it can create a pleasant and inspiring atmosphere that enhances creativity and collaboration among coworkers. It's also important to provide employees with a variety of options when it comes to food and beverages, such as different sorts of tea, a corporate cafe, and healthy snacks, which can help keep employees energized and focused throughout the day.

Having a relaxing room is another great feature to have in a workplace, as it can provide employees with a space to decompress and recharge during breaks or after particularly stressful tasks. Finally, having a doctor room is a valuable benefit as it ensures that employees have access to medical attention when needed, which can help prevent illnesses from spreading and ensure that any health issues are addressed promptly.

Overall, a workplace that values the health, well-being, and comfort of its employees is more likely to foster a positive and productive work environment, leading to happier employees and better business outcomes.

Dialogue

Employee 1: Hi, I was thinking about what's important for me to have at work. For starters, I'd love to have my own office. It would give me the privacy and focus I need to work efficiently.

Employee 2: That's a good point. For me, it's more about having a friendly team and regular team-building meetings. I think it's essential to have a positive work environment and get along well with my colleagues.

Employee 1: I agree, having a good work culture is crucial. But I also think having extra health insurance and food/travel reimbursement is important. It shows that the company cares about its employees' well-being and values their hard work.

Employee 2: That's true. I also think having a flexible schedule would be great. Being able to work from home or adjust my hours when needed would give me a better work-life balance.

Employee 1: Yes, I agree. And while we're on the topic of perks, a good coffee machine would be amazing. It's the little things that can make a big difference in our day-to-day work.

Employee 2: Absolutely. And speaking of little things, I think having access to professional development opportunities is important too. It shows that the company is invested in our growth and development as employees.

Employee 1: Definitely. And lastly, I think having clear communication and expectations from our supervisors is crucial. It helps us understand our roles and responsibilities and ensures we're all working towards the same goals.

Employee 2: Agreed. Overall, I think it's important to have a balance of practical needs and personal preferences to ensure we're happy and productive at work.

**Watching the video**

<https://www.ted.com/talks/regina_hartley_why_the_best_hire_might_not_have_the_perfect_resume?referrer=playlist-talks_to_watch_before_a_job_in>

**Why the best hire might not have the perfect resume.**

**Regina Hartley. TED@UPS**

In her TED Talk, Regina Hartley argues that the best hire might not necessarily have the perfect resume. She begins her talk by sharing how she grew up in a disadvantaged background while her colleague grew up in a privileged background. Despite this, she believes that her tough upbringing prepared her for the challenges in the workplace.

Hartley makes a case for hiring candidates that have what she calls "choppy resumes." She defines choppy resumes as those that have inconsistencies, gaps, and a variety of work experience. These individuals have faced more adversity in their lives, which has shaped them into being resilient and hardworking.

She highlights that there are two types of candidates: the "silver spoons" and the "scrappers." The silver spoons have had privileged lives and are likely to have steady career trajectories. On the other hand, the scrappers have had to fight for everything they have achieved, and they bring unique perspectives, creativity, and grit to the workforce.

Hartley emphasizes that it is the scrappers that you want to hire. She recommends looking for red flags in their resumes, such as periods of unemployment, short stints at jobs, and variety in their work experience.

From her experience, Hartley has observed that these individuals are the ones that tend to excel in their jobs and stand out. They have an innate ability to adapt, problem-solve, and persevere in the face of adversity.

In closing, Hartley encourages employers to look beyond the mistakes and imperfections on resumes and consider the potential of the person. She reminds us that hiring scrappers can bring a diversity of thought and creativity to the workplace that can lead to greater success.

**Part 1 - (0:00-04:04)**

**Before you watch**

**Ex. 1. Discuss with your partner:**

1. What does your resume show to the recruiter?

Your resume shows the recruiter your work experience, education, skills, and achievements, providing a snapshot of your qualifications and potential fit for the position you're applying for. It is a crucial tool for demonstrating your value and setting you apart from other candidates.

1. What resume looks more impressive: the one with no experience but with an excellent university diploma and good recommendations or the one with a lot of different previous works with a middle-quality university diploma?

In my opinion, the second option with a lot of different previous works despite having a middle-quality university diploma can be more valuable as it shows that the person has gained a diverse set of skills and experiences from various job roles. It also demonstrates their ability to adapt and succeed in different work environments. Additionally, having a track record of employment can show a strong work ethic and a commitment to their career.

**Ex. 2. Do you know what the underlined words mean? Look them up if necessary.**

1. But before my human resources certification gets revoked, let me explain. Аннулируется
2. The one who clearly had advantages and was destined for success. Обречен на успех
3. It may signal a committed struggle against obstacles. Борьба с препятствиями
4. People whose experiences read like a patchwork quilt. Что-то слишком разное
5. Getting into and graduating from an elite university takes a lot of hard work and sacrifice. Жертва
6. But on the flip side, what happens when your whole life is destined for failure and you actually succeed?  С другой стороны
7. I want to urge you to interview the Scrapper. Настоятельно рекомендую

**While you watch**

**Ex. 1. Answer the following questions:**

* 1. Who is the Scrapper?

the "Scrapper" is a term she uses to describe job candidates who have had to work hard to overcome obstacles and challenges in their lives, whether that be through difficult personal circumstances or non-traditional career paths. She argues that these candidates, despite potentially having a less impressive resume on paper, often possess qualities like grit, determination, and resilience that make them valuable assets to a company.

* 1. What are the differences between Silver Spoons and Scrappers?

Silver Spoons are candidates who have had privileged backgrounds and opportunities, including access to the best schools, internships, and professional networks. They have a linear and predictable career path, with no gaps or failures, and their resumes often look perfect.

Scrappers, on the other hand, are candidates who have had to fight for everything they have achieved. They may have had to work harder to get an education or start their careers, and they have faced obstacles and failures along the way. Their resumes may not look perfect, but they often have a "can-do" attitude and a willingness to work hard and persevere.

The main difference between Silver Spoons and Scrappers is their mindset and approach to work. Silver Spoons may have had more advantages and opportunities, but they may not have developed the resilience, adaptability, and problem-solving skills that Scrappers have. Scrappers may have had to work harder to achieve success, but they have also developed valuable skills and qualities that can make them excellent hires.

* 1. How does Regina describe her experience at hiring a person who attended an elite university?

she emphasizes that recruiters tend to favor candidates who come from privileged backgrounds, such as those who attended prestigious universities or have impressive job titles. Regina argues that this bias can lead recruiters to overlook candidates who may not have had the same advantages but possess valuable traits such as resilience, determination, and creativity.

* 1. Who does she relate herself to: Silver Spoons and Scrappers?

Regina Hartley relates herself to the Scrappers. She explains that she had to work hard to get where she is today and had to overcome challenges to achieve her goals, similar to the Scrappers who have had to fight their way up through difficult circumstances.

**Part 2 - (04:04-10:04)**

**Before you watch**

**Ex. 1. Discuss with your partner:**

1. Do you know any examples of people with a difficult childhood or any health/mental problems who yet succeeded? Name them.

there are many examples of people who faced challenges such as difficult childhoods or health/mental problems but still succeeded in their respective fields. Next I give a few examples:

Stephen Hawking: He was diagnosed with motor neuron disease at the age of 21 and was given only a few years to live. However, he went on to become one of the most renowned theoretical physicists of his time, authoring several books and making groundbreaking contributions to the field of cosmology.

Vincent van Gogh: He struggled with mental illness throughout his life and only became famous after his death. However, his post-impressionist paintings are now some of the most valuable and recognizable works of art in the world.

1. How do you think is easier to get a success: all by yourself or with a team of your friends/partners? Explain your opinion

I thank that Success can be achieved both individually and with a team, and the ease of achieving success can vary depending on the person and the situation.

Working alone can have its advantages, such as having complete control over decision-making and being able to focus on personal strengths and weaknesses without having to accommodate the preferences and limitations of others. However, it can also be more challenging because you have to handle all responsibilities and challenges by yourself.

On the other hand, working with a team of friends or partners can bring diverse perspectives, skills, and resources to the table. It can also offer emotional support and motivation during difficult times. However, it can also be difficult to manage the different personalities, opinions, and goals within a group, which can lead to conflicts and delays in decision-making.

**Ex. 2. Translate the following words and phrases into Russian:**

Entrepreneurs, a sojourn, post traumatic growth, in spite of, adversity, to propel, to dwell on the past, honest feedback, mentorship, an underestimated contender, peer.

Предприниматели, пребывание, посттравматический рост, несмотря на, препятствия, толкать, заострять внимание на прошлом, честная обратная связь, менторство, недооцененный претендент, сверстник.

**While you watch**

**Ex. 1. In pairs, discuss which job seeker would you prefer to hire? And who do you think you are: a Silver Spoon or a Scrapper?**

**In my opinion, I’m a Scrapper and here’s why:**

**Before the University, I studied in common School, not in a special tech or math school. I was well with subject which I loved. When the University starts, I rejected financial help from parents and started to study and work part-time to live on. Further, there was not enough time to study, fatigue and a bad mood and also misunderstandings with career. Finally, I found the right way, “won” the study and other problems and now everything is fine. That was pretty difficult but now I’m at my place.**

References:

1. Doyle, A. (2004, March 19). *How to Prepare for a Behavioral Job Interview*. The Balance Careers; The Balance. https://www.thebalancecareers.com/behavioral-job-interviews-2058575
2. Doyle, A. (2012). *Student Job Interview Questions and Answers*. The Balance Careers. https://www.thebalancecareers.com/student-job-interview-questions-and-answers-2063815
3. Doyle, A. (2020, October 21). *Types of Job Interview Questions You May Be Asked*. The Balance Careers. https://www.thebalancecareers.com/types-of-interview-questions-2061365
4. Doyle, A. (2022, May 24). *How to Prepare for a Job Interview*. The Balance Careers. https://www.thebalancecareers.com/how-to-prepare-for-a-job-interview-2061361
5. Kandefer, K. (2019, June 25). *Best and Common Situational Interview Questions*. DevSkiller - Powerful Tool to Test Developers Skills. https://devskiller.com/situational-interview-questions/
6. Mascull, B. (2002). *Business vocabulary in use*. Cambridge University Press.
7. Mascull, B. (2017). *Business vocabulary in use : advanced*. Cambridge University Press.
8. Oxford Dictionary. (2017). *Oxford learner’s dictionaries*. Oxford Learner’s Dictionaries. https://www.oxfordlearnersdictionaries.com/
9. *Recruitment and Selection Recruitment Process*. (2019). Www.tutorialspoint.com. <https://www.tutorialspoint.com/recruitment_and_selection/recruitment_process.htm>
10. Greenberg A. (2022, Feb 17). *What Should I Do After a Candidate Backs Out of a Job Offer?* https://www.contractrecruiter.com/candidate-backs-out-offer/