
Recruitment 2: The recruitment process

This text about the recruitment process below has been divided into three parts. Complete each part with the words and expressions in the boxes. The first answer for each part has been done for you. Some of the words and expressions have already appeared in *Recruitment 1* on the previous page.

Part 1

affirmative recruitment applicants appointments benefits description
disabilities discrimination equal opportunities experience externally
institutional agency increments internally job centres journals leave
personal qualities private recruitment agency qualifications recruit
recruitment agency rewards situations vacant staff ~~vacancy~~

When a company or organisation has a **1.** vacancy for a job, and it needs to **2.** _____ a new member of **3.** _____, it usually advertises the post. It does this **4.** _____ (for example, in the company magazine or on a company notice board) or **5.** _____, either in the **6.** _____ or **7.** _____ section of a newspaper, in specialist trade **8.** _____ or through a **9.** _____ which helps people to find employment. There are two main types of agency. The first of these is the **10.** _____, usually found in a school or university. These work closely with employers to let potential employees know about the jobs that are on offer (also included in this category are **11.** _____, which are provided by the state, and which can be found in most main towns in Britain and other countries). The second is the **12.** _____, which are independent companies, and employers have to pay these agencies for each employee they successfully provide.

A job advertisement has to give an accurate **13.** _____ of the job and what it requires from the **14.** _____ (the people who are interested in the post). These requirements might include **15.** _____ (academic, vocational and professional), work **16.** _____ in similar lines of work, and certain **17.** _____ (for example, it might say that you need to be practical, professional and have a sense of humour). The advertisement will also specify what **18.** _____ (basic salary, commission, regular **19.** _____, etc) and **20.** _____ (paid **21.** _____, free medical insurance, company car, etc) the company can offer in return. The advertisement must be careful it does not break employment laws concerning sex and racial **22.** _____: some companies emphasise in their job advertisements that they are **23.** _____ employers (or **24.** _____ employers in the USA), which means that they will employ people regardless of their sex, skin colour, religion, **25.** _____, etc.

Part 2

application aptitude board candidates covering ~~CV~~
group-situational health screening in-basket introduction medical
one-to-one pre-selection psychometric short-list turn down

The job advertisement will usually ask people interested in the post to send their **1.** CV with a **2.** _____ letter or a letter of **3.** _____, or they will ask people to write or call for an **4.** _____ form. The managers of the company will look at these, and go through a **5.** _____ procedure, where they choose or **6.** _____ applicants. They then prepare a **7.** _____ of possible **8.** _____: these are the people who will then be invited for an interview. Interviews usually take one of two forms. The first is the **9.** _____ interview, with one applicant and one employer talking together. The second is the **10.** _____ interview, with one applicant being interviewed by several people at once.

There may also be tests to see whether the applicant is suitable for the post. There are several of these, including **11.** _____ tests (which consider psychological aspects of the applicant), **12.** _____ tests, (which test the applicant's skills and knowledge, and his / her potential for acquiring more skills and knowledge), **13.** _____ tests (where several applicants are put into an imaginary situation and decide how to deal with it), and **14.** _____ tests (in which an applicant has to deal with a number of imaginary tasks similar to those s/he would face in the job). Applicants may also have to go for a **15.** _____ test (also called a **16.** _____) to see whether they are healthy enough to do their job.

Part 3

appearance	circumstances	disposition	fixed-term	follow-up
induction programme	intelligence	interests	offered	open-ended
potential	probationary	references	seven-point plan	skills
				temporary

Many employers use a **1.** seven-point plan when they recruit for a new post. They look at different aspects of the applicant to decide whether or not s/he has the correct **2.** _____ for the job. These include physical **3.** _____ (for example, is the applicant smart and well-presented?), educational qualifications, general **4.** _____, special **5.** _____, hobbies and outside **6.** _____, mental and emotional **7.** _____ and family **8.** _____.

If a candidate gets through the above stages, s/he will be asked to provide **9.** _____ from people who know him / her, and if these are positive, s/he is then **10.** _____ the post. Before s/he actually starts working, s/he may go through an **11.** _____ to learn more about the company and the post. Sometimes, s/he may be given a **12.** _____ contract and have to complete a **13.** _____ period, where the employers make sure that s/he is suitable for the job before being offered an **14.** _____ or **15.** _____ contract. After s/he has been with the company for a while, there might be a **16.** _____ session, to assess how s/he is getting on in the post.