

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.

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 • recruitment agency
rewards • situations vacant • vacancy

When a company or organisation has a 1. vacancy for a new member of staff, it usually advertises the post. It does this 2. for example, in the company magazine or on a company notice board or 3. either in the 4. _____ or 5. _____ section of a newspaper, in specialist trade 6. _____ or through a 7. _____ which helps people to find employment. There are two main types of agency. The first of these is the 8. _____, 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 9. _____, which are provided by the state, and which can be found in most main towns in Britain and other countries). The second is the 10. _____, 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 1. _____ of the job and what it requires from the 12. _____ (the people who are interested in the post). These requirements might include 13. _____ (academic, vocational and professional), work 14. _____ in similar lines of work, and certain 15. _____ (for example, it might say that you need to be practical, professional and have a sense of humour). The advertisement will also specify what 16. _____ (basic salary, commission, regular 17. _____, etc) and 18. _____ (paid 19. _____, 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 20. _____: some companies emphasise in their job advertisements that they are 21. _____ employers (or 22. _____ employers in the USA), which means that they will employ people regardless of their sex, skin colour, religion, 23. _____ etc.