

# Lesson 11

## Job Advertising and Recruiting

### WORDS TO LEARN

abundant  
accomplishment  
bring together  
candidate  
come up with  
commensurate  
match  
profile  
qualifications  
recruit  
submit  
time-consuming

Study the following definitions and examples.

- abundant** adj., plentiful, in large quantities
  - The computer analyst was glad to have chosen a field in which jobs were abundant.
  - The recruiter was surprised by the abundant number of qualified applicants.
- accomplishment** n., an achievement, a success
  - The success of the company was based on its early accomplishments.
  - In honor of her accomplishments, the manager was promoted.
- bring together** v., to join, to gather
  - Every year, the firm brings together its top lawyers and its newest recruits for a training session.
  - Our goal this year is to bring together the most creative group we can find.
- candidate** n., one being considered for a position, office, or award
  - The recruiter will interview all candidates for the position.
  - The president of our company is a candidate for the Outstanding Business Award.
- come up with** v., to plan, to invent, to think of
  - In order for that small business to succeed, it needs to come up with a new strategy.
  - How was the new employee able to come up with that cost-cutting idea after only one week on the job?
- commensurate** adj., in proportion to, corresponding, equal to
  - Generally the first year's salary is commensurate with experience and education level.
  - As mentioned in your packets, the number of new recruits will be commensurate with the number of vacancies at the company.
- match** n., a fit, a similarity; v., to put together, to fit
  - It is difficult to make a decision when both candidates seem to be a perfect match.
  - A headhunter matches qualified candidates to suitable positions.
- profile** n., a group of characteristics or traits
  - The recruiter told him that, unfortunately, he did not fit the job profile.
  - As jobs change, so does the company's profile for the job candidate.
- qualifications** n., requirements, qualities, or abilities needed for something
  - The job seeker had done extensive volunteer work and was able to add this experience to his list of qualifications.
  - The applicant had so many qualifications that the company created a new position for her.
- recruit** v., to attract people to join an organization or a cause; n., a person who is recruited
  - When the consulting firm recruited her, they offered to pay her relocation expenses.
  - The new recruits spent the entire day in training.
- submit** v., to present for consideration
  - Submit your résumé to the human resources department.
  - The applicant submitted all her paperwork in a professional and timely manner.
- time-consuming** adj., taking up a lot of time, lengthy
  - Even though it was time-consuming, all of the participants felt that the open house was very worthwhile.
  - Five interviews later, Ms. Lopez had the job, but it was the most time-consuming process she had ever gone through.

## WORDS IN CONTEXT

Read the following passage and write the words in the blanks below.

abundant	candidates	match	recruit
accomplishments	coming up with	profile	submit
bring together	commensurate	qualifications	time-consuming

Recruiting employees is a (1) \_\_\_\_\_ and costly process. Therefore, employers want to (2) \_\_\_\_\_ the right person with the right job the first time around. There are many ways to (3) \_\_\_\_\_ good employees: advertising in newspapers and professional journals, recruiting on college campuses or at conferences, or getting referrals from headhunters.

Recruiting is a time for a company to brag about its (4) \_\_\_\_\_ and excite people about its future. Each company is trying to (5) \_\_\_\_\_ the best and the brightest, but they are not alone. Their competition is trying to do the same thing. When jobs are (6) \_\_\_\_\_ and there is low unemployment, employers may face higher demands from job seekers. Conversely, when the economy is slowing down and jobs are few, employers are in a better position for attracting the best (7) \_\_\_\_\_.

Employers look for certain characteristics and (8) \_\_\_\_\_ in their employees. (9) \_\_\_\_\_ a very specific (10) \_\_\_\_\_ that fits the company culture and the specific job requirements is a difficult job. Employers want to see a well-rounded candidate and someone who has related work experience. They are willing to offer a salary that is (11) \_\_\_\_\_ with that experience. Employers will make hiring and salary determinations based on the information candidates (12) \_\_\_\_\_ throughout the application and interview process.

## WORD FAMILIES

verb	accomplish	You can accomplish anything if you put your mind to it.
noun	accomplishment	The company is proud of our team's accomplishments.
adjective	accomplished	The accomplished artist had his paintings in all the major galleries.

noun	match	The former marketing director is a good match for this position in public relations.
verb	match	We need to match both job experience and personality for this position.
adjective	matching	The matching cushions look better on the chair.

noun	profile	His customer profile shows that he always pays on time.
verb	profile	Through telephone surveys, we try to profile our clientele in order to understand who is using our services.
adjective	profiled	The profiled candidate only met half of the job requirements.

verb	qualify	In order to qualify, you must have two years of work experience.
noun	qualifications	The manager made a list of qualifications for the vacant job position.
adjective	qualified	He found himself overqualified for the entry-level position.

verb	recruit	Large accounting firms recruit on college campuses every spring.
noun	recruitment	The company's recruitment resulted in ten highly qualified new employees.
noun	recruiter	As a recruiter, he traveled around the country speaking to recent college graduates.

verb	submit	Anyone who is interested in the position should submit a résumé and writing samples.
noun	submission	I'm very sorry, the submission date was last week. We can't take any more applications.
noun	submittal	The submittal of his resignation prompted his colleagues to apply for his job.

# WORD PRACTICE

## LISTENING COMPREHENSION



### Part 1 Photo

Look at the picture and listen to the sentences.  
Choose the sentence that best describes the picture.



1. (A) (B) (C) (D)

### Part 2 Question–Response

Listen to the question and the three responses. Choose the response that best answers the question.

2. (A) (B) (C)                      3. (A) (B) (C)

### Part 3 Conversation

Listen to the dialogue. Then read each question and choose the best response.

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|---|--|
| <p>4. What has the woman been doing lately?<br/>(A) Fixing her drain.<br/>(B) Earning money.<br/>(C) Looking for matches.<br/>(D) Searching for a job.</p> <p>5. How long has she been doing this?<br/>(A) Two months.<br/>(B) Four months.<br/>(C) Five months.<br/>(D) Nine months.</p> | <p>6. What did she do yesterday?<br/>(A) She had an interview.<br/>(B) She read a review.<br/>(C) She helped someone.<br/>(D) She accepted a new position.</p> |
|---|--|

### Part 4 Talk

Listen to the talk. Then read each question and choose the best answer.

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|--|--|
| <p>7. What should the résumé include?<br/>(A) Your major in college.<br/>(B) Your grade point average.<br/>(C) A current reference.<br/>(D) A list of concrete achievements.</p> <p>8. What is the employer looking for?<br/>(A) Employees with long-term career plans.<br/>(B) People to fill positions immediately.<br/>(C) Aggressive marketers.<br/>(D) People willing to accept minimum wage.</p> | <p>9. Who should apply for a position now?<br/>(A) Accountants.<br/>(B) Recruiters.<br/>(C) School teachers.<br/>(D) Apartment managers.</p> |
|--|--|

**READING****Part 5 Incomplete Sentences**

Choose the word that best completes the sentence.

10. Your résumé shows you have \_\_\_\_\_ a great deal in your last position.  
 (A) accomplish (C) accomplished  
 (B) accomplishment (D) accomplishing
11. This program is used to scan résumés and search for key words that \_\_\_\_\_.  
 (A) match (C) matching  
 (B) matched (D) will match
12. It is illegal to \_\_\_\_\_ candidates based on gender or ethnicity.  
 (A) profile (C) profiled  
 (B) profiling (D) will profile
13. The applicants who \_\_\_\_\_ will be flown to the corporate office and interviewed there.  
 (A) qualification (C) qualifying  
 (B) qualify (D) qualifies
14. The company hired a professional \_\_\_\_\_ to fill the vacant positions.  
 (A) recruited (C) recruitment  
 (B) recruiting (D) recruiter
15. After \_\_\_\_\_ all his materials, he had no option but to sit back and wait for some response.  
 (A) submitting (C) submission  
 (B) submitted (D) submit

**Part 6 Text Completion****Attention Job Seekers!**

Attend the National Recruiting Fair to be held next Saturday, May 11, at the Hinton Hotel. This fair \_\_\_16\_\_\_ representatives of over 150 major national corporations. They are all looking for qualified candidates to apply for thousands of currently available job openings. Attendees are advised to bring 15 copies of a current résumé that lists education, job experience, and professional \_\_\_17\_\_\_. Many interviews will be conducted on site. Now you can stop that \_\_\_18\_\_\_ job search, making call after call and sending out résumé after résumé. All the companies you want to work for will be together under one roof. You are sure to find the company that is the best match for you. Admission is free.

16. (A) bring together  
 (B) brings together  
 (C) brought together  
 (D) to bring together
17. (A) accomplishes  
 (B) accomplished  
 (C) accomplishing  
 (D) accomplishments
18. (A) time-consuming  
 (B) submitting  
 (C) recruiting  
 (D) profiling

## Part 7 Reading Comprehension

Questions 19–23 refer to the following two e-mail messages.

To: Marjorie Morgan  
 From: Bill Smithers  
 Subject: Recruiting

Marjorie,

We need to start looking at recruiting some new staff members over the summer. Our company has gotten lots of new contracts recently. We have abundant work and need to take on two or three new employees to help with it. We should advertise the positions as entry-level with room for promotion. We should choose the job candidates carefully as I don't want to have to end up firing anyone who turns out to be a bad match. I would like the new staff members to start work by June 10. Therefore, we should ask interested candidates to submit their applications before the end of April so that we can start interviewing in early May. Please come up with a recruiting plan and let me know. Thanks.

Bill.

To: Bill Smithers  
 From: Marjorie Morgan  
 Subject: re: Recruiting  
 Attachment: ad draft

Bill,

Here is my plan for recruiting new staff members for this summer. I will place ads in our local newspapers, in two major national papers, and on the major web sites by April 1. The deadline for submission of applications will be April 30. We will start interviews on May 8. In the ads I will carefully outline the qualifications we are looking for. I am attaching a draft of the ad. Please look it over and send me your comments. I want to make sure it contains all the details you want.

Marjorie

19. Why does Mr. Smithers need to hire new staff members?  
 (A) He has recently fired several employees.  
 (B) His company has a lot of work.  
 (C) Marjorie Morgan is leaving her job.  
 (D) Several employees have been promoted.
20. What does Mr. Smithers ask Ms. Morgan to do?  
 (A) Interview job candidates.  
 (B) Send him comments.  
 (C) Make a plan to recruit new employees.  
 (D) Read the major national newspapers.
21. What will happen by April 30?  
 (A) Job candidates will submit their applications.  
 (B) Interviews will begin.  
 (C) Two or three new staff members will be hired.  
 (D) The new staff members will begin working.
22. The word *candidates* in line 7 of the first e-mail is closest in meaning to  
 (A) advertisements  
 (B) descriptions  
 (C) recommendations  
 (D) applicants
23. The word *qualifications* in lines 6–7 of the second e-mail is closest in meaning to  
 (A) quantities  
 (B) positions  
 (C) abilities  
 (D) salaries

# Lesson 12

## WORDS TO LEARN

ability  
apply  
background  
be ready for  
call in  
confidence  
constantly  
expert  
follow up  
hesitant  
present  
weakly

# Applying and Interviewing

Study the following definitions and examples.

1. **ability** n., a skill, a competence
  - a. The designer's ability was obvious from her portfolio.
  - b. The ability to work with others is a key requirement.
2. **apply** v., to look for; to submit an application
  - a. The college graduate applied for three jobs and received three offers.
  - b. Everyone who is interested should apply in person at any branch office.
3. **background** n., a person's experience, education, and family history
  - a. Your background in the publishing industry is a definite asset for this job.
  - b. The employer did a complete background check before offering him the job.
4. **be ready for** v., to be prepared
  - a. Thanks to her careful research, the applicant felt that she was ready for the interview with the director of the program.
  - b. The employer wasn't ready for the applicant's questions.
5. **call in** v., to ask to come; to beckon
  - a. The young woman was so excited when she was called in for an interview that she told everyone she knew.
  - b. The human resources manager called in all the qualified applicants for a second interview.
6. **confidence** n., a belief in one's abilities, self-esteem
  - a. Good applicants show confidence during an interview.
  - b. He had too much confidence and thought that the job was his.
7. **constantly** adj., on a continual basis, happening all the time
  - a. The company is constantly looking for highly trained employees.
  - b. Martin constantly checked his messages to see if anyone had called for an interview.
8. **expert** n., a specialist
  - a. Our department head is an expert in financing.
  - b. The candidate demonstrated that he was an expert in marketing.
9. **follow up** v., to take additional steps, to continue; n., the continuation of a previous action
  - a. Always follow up an interview with a thank-you note.
  - b. As a follow up, the candidate sent the company a list of references.
10. **hesitant** adj., reluctant; with reservation
  - a. Marla was hesitant about negotiating a higher salary.
  - b. The recent college graduate was hesitant about accepting his first offer.
11. **present** v., to introduce; to show; to offer for consideration
  - a. The human resources director presents each candidate's résumé to the department supervisor for review.
  - b. The candidate presented her qualifications so well that the employer offered her a job on the spot.
12. **weakly** adv., without strength; poorly
  - a. Her hands trembled and she spoke weakly at the interview.
  - b. She wrote so weakly we couldn't read it.

**WORDS IN CONTEXT**

Read the following passage and write the words in the blanks below.

abilities	backgrounds	constantly	hesitant
apply	called in	experts	present
are ready for	confidence	follow up	weaknesses

How many times in your life will you search for a new job? The (1) \_\_\_\_\_ say probably more times than you think! Some people find the job search time-consuming and hard on their self- (2) \_\_\_\_\_. The best job hunters are those who never stop looking and don't dwell on their (3) \_\_\_\_\_. They network (4) \_\_\_\_\_: at meetings, at social gatherings, and with people they meet on the street. They (5) \_\_\_\_\_ periodically with contacts and acquaintances to keep up with new developments.

Good job hunters assess their (6) \_\_\_\_\_ all the time. Before they even (7) \_\_\_\_\_ for a position, they have researched the field and the specific companies they are interested in. They know where they could fit into the company and they tailor their résumés for each position. They try to show how their (8) \_\_\_\_\_ match the job opening. Therefore, when they are (9) \_\_\_\_\_ for an interview, they're prepared. They (10) \_\_\_\_\_ anything!

At the interview, these job hunters know that they must (11) \_\_\_\_\_ themselves in the best way possible. This is their opportunity to shine. It is also their opportunity to see if this is truly the job that they want. If either party is (12) \_\_\_\_\_ at the interview, it may be a sign that it isn't a good fit.

## WORD FAMILIES

verb	apply	Your chances are better if you apply for a job in the spring.
noun	applicant	The manager selected him from all the applicants.
noun	application	The department can't process your application until all documents have been received.

noun	confidence	It's refreshing to see a manager with so much confidence in her employees.
adjective	confident	Don't be too confident until you actually have an offer.
adverb	confidently	The applicant confidently walked into the interview, sat down, and began to talk about himself.

noun	expert	Don't portray yourself as an expert if you aren't.
noun	expertise	The worker gained expertise over the years and was promoted to a higher position.
adjective	expert	As an expert negotiator, she should have no problems getting what the company wants.

adjective	hesitant	The applicant was hesitant to explain his reason for leaving his last job.
noun	hesitation	Her hesitation about accepting the job made the department wonder if she was really interested.
verb	hesitate	Don't hesitate to call if you have any questions concerning the job.

verb	present	I'd like to present my résumé for your consideration.
noun	presentation	The applicant's presentation made a favorable impression.
adjective	presentable	The applicant was well dressed and presentable.

adverb	weakly	The applicant shook hands weakly, making me question her strength of character.
adjective	weak	She gave a weak description of her computer skills.
noun	weakness	Interviewers often ask candidates about their strengths and weaknesses.

**WORD PRACTICE****LISTENING COMPREHENSION****Part 1 Photo**

Look at the picture and listen to the sentences. Choose the sentence that best describes the picture.



1. (A) (B) (C) (D)

**Part 2 Question–Response**

Listen to the question and the three responses. Choose the response that best answers the question.

2. (A) (B) (C)                      3. (A) (B) (C)

**Part 3 Conversation**

Listen to the dialogue. Then read each question and choose the best answer.

- |   |  |
|---|--|
| <p>4. What do people think about the woman now?<br/>         (A) She has no confidence.<br/>         (B) She is an expert.<br/>         (C) She is a beginner at networking.<br/>         (D) Her computer skills are weak.</p> | <p>6. What does the man want the woman to do?<br/>         (A) Help him with a workshop.<br/>         (B) Speak at a conference.<br/>         (C) Give him some change.<br/>         (D) Hire him.</p> |
| <p>5. What was the woman hesitant to do?<br/>         (A) Apply for a job.<br/>         (B) Use a computer.<br/>         (C) Give a presentation.<br/>         (D) Go to a job interview.</p>                                   |  |

**Part 4 Talk**

Listen to the talk. Then read each question and choose the best answer.

- |  |   |
|--|---|
| <p>7. Who would call in to this hotline?<br/>         (A) An expert in Salvo's product line.<br/>         (B) An employer.<br/>         (C) A human resources presenter.<br/>         (D) A job seeker.</p>  | <p>9. What kind of people is Salvo currently looking for?<br/>         (A) Fashion designers.<br/>         (B) Foreign language speakers.<br/>         (C) Human resource experts.<br/>         (D) Software users.</p> |
| <p>8. What is the purpose of this recording?<br/>         (A) To inform callers about Salvo.<br/>         (B) To explain to callers what they can do.<br/>         (C) To present the company's philosophy.<br/>         (D) To give background information about a product problem.</p> |   |

**READING****Part 5 Incomplete Sentences**

Choose the word that best completes the sentence.

10. So many well-qualified people \_\_\_\_\_ for the position that we won't be able to make a decision for several weeks.  
 (A) apply (C) applicant  
 (B) application (D) applied
11. As the interview continued, the applicant's \_\_\_\_\_ began to decline.  
 (A) confidently (C) confidence  
 (B) confident (D) confidential
12. The applicant's unique \_\_\_\_\_ enabled her to have almost any job that she wanted.  
 (A) expertise (C) expertly  
 (B) experts (D) expert
13. She spoke without \_\_\_\_\_, expressing self-confidence and projecting that she had a firm handle on the information.  
 (A) hesitant (C) hesitatingly  
 (B) hesitate (D) hesitation
14. During an interview, it is important to \_\_\_\_\_ your weaknesses in a way that shows you are working to improve them.  
 (A) presentation (C) presentable  
 (B) present (D) presenting
15. Her handshake had always felt like a dead fish and it was taken as a sign of a \_\_\_\_\_ character.  
 (A) weak (C) weakness  
 (B) weakly (D) weakening

**Part 6 Text Completion**

When you go on a job interview, the most important thing to remember is to present yourself well. Before you go, prepare yourself by dressing neatly and professionally. When you arrive, enter the interview room 16. Look the interviewer in the eye when you shake hands. When you talk about yourself, do not be shy about your abilities. You are there to prove that you can do the job. Explain your work and educational background briefly and discuss the skills you have developed through experience. 17 to point out areas in which you have expertise. The worst thing you can do is discuss your experience weakly. Remember, if you believe in yourself, other people will, too. Don't forget to 18 the interview with a thank-you note before a week has passed.

16. (A) confident  
 (B) confidently  
 (C) confide  
 (D) confidence
17. (A) No hesitation  
 (B) Not hesitating  
 (C) Don't hesitate  
 (D) Doesn't hesitate
18. (A) call in  
 (B) apply to  
 (C) be ready for  
 (D) follow up