

## REVISION 2

### PART 1: LISTENING

**Task 1. Listen to the presentation and fill in the blanks with NO MORE THAN THREE WORDS AND/OR A NUMBER.**

#### TARA COMPANY

1. Year of establishment	
2. Type	
3. Product	
4. Turnover	
5. Number of employees	
6. Total number of overseas stores	

### PART 2: READING

**Task 1: Read the text below.**

#### Finding the Right People

Faced with increasing shortages of labour, especially personnel with specialist expertise, companies throughout the world are turning to new methods of attracting talented and qualified job candidates.

Thousands of companies are experimenting with electronic recruitment and a few on the leading edge have fully integrated it into their human resources strategy. While corporate websites are now common, few are used to their full potential. In recruiting, a company website should be used not only to post job openings, but also to market the company to prospective employees and to accept job applications. The most successful of these sites allow candidates to submit their CVs either by filling out an online form or by pasting an existing electronic CV file into the form. These can then be circulated to specific recruiters within the company if they match the requirements of existing job openings. They can also be stored in a database so that they can be considered for future job openings.

If creating a state-of-the-art website seems too complicated, or a company wants to reach people who might not ordinarily visit their website, some of the Internet's commercial job-listing services may provide the answer. There are literally hundreds of these job boards, including many specialising in specific skills or industries. The largest ones also offer companies extra services, such as access to their databases of CVs. The cost of these services compares favourably with placing job advertisements in newspapers. A minimum package allowing ten postings per month plus access to the CV database costs

about \$400 to \$500 a month. In contrast, a newspaper might charge the same price, or more, to run a job advertisement for only one or two days.

The Internet is undoubtedly a powerful tool for attracting and locating potential new employees. However, it does not solve all problems recruiters face. Many companies simply do not have time to sort through dozens of CVs, in electronic form or otherwise, nor do they necessarily have the expertise to pick the right people. Accordingly, although the costs are higher, many enterprises are turning to recruitment agencies to find the right people for them. This is particularly true of companies which need specialist or technical staff. 'We recruit specifically for the engineering and petrochemical industries,' says Jacqui Thompson, operations manager of the Human Resource Bureau. 'We have a database of personnel from all over the country, from which we put forward candidates that we feel meet the client's requirements. Many firms are still happy to recruit junior personnel themselves, but some companies find it too time-consuming. What's more, we often find that those companies which do try to go for it alone come to us six months later when they still haven't found the type of candidate they want.'

Ms Thompson's experience is borne out in other areas. 'Traditionally, companies only used agencies to top jobs,' says Sharon Pinner of FSS, a company which recruits for the financial and IT sectors. 'Ninety percent of companies in the industries we deal with now recruit externally as they cannot access the staff they need without outside help. Companies are facing a shortage of good candidates in areas such as accountancy and IT, and they don't have the recruitment resources to ensure they make the right choice.'

**Task 1.1. Decide if each of the statements 1-8 is true (T), false (F) or not given (NG) according to the text.**

1. Many companies have company websites but do not use them very effectively for recruitment.
2. It costs a lot to maintain the daily operations and regular updates of a website.
3. Job-listing platforms can help companies reach people who have little to no previous access to the companies' information.
4. Advertising job openings on electronic job boards is more expensive than on traditional newspapers.
5. All job-listing services allow access to databases of CVs if the company pays for the access.
6. It usually takes around six months for a recruitment agency to complete the recruitment of specialist positions.
7. Jacqui Thompson's company recruits people for the financial and IT sectors.
8. In certain industries, companies rely heavily on agencies to recruit the right people for their jobs.

**Task 1.2. Complete the table with the notes (a-i) about the advantages and disadvantages of each recruitment method.**

- a. all the paperwork is dealt with
- b. applications can be kept for future reference

- c. companies may access databases of CVs
- d. difficult to design
- e. expensive
- f. experts in finding the right people
- g. informs potential employees about the company
- h. applications and CVs still have to be processed (*use this twice*)
- i. very cost-effective

Recruitment method	Advantages for employers	Disadvantages for employers
The company website	(1) <ul style="list-style-type: none"> <li>• —</li> <li>• —</li> </ul>	(2) <ul style="list-style-type: none"> <li>• —</li> <li>• —</li> </ul>
Electric job boards	(3) <ul style="list-style-type: none"> <li>• —</li> <li>• —</li> </ul>	(4) <ul style="list-style-type: none"> <li>• —</li> </ul>
Recruitment agencies	(5) <ul style="list-style-type: none"> <li>• —</li> <li>• —</li> </ul>	(6) <ul style="list-style-type: none"> <li>• —</li> </ul>