

6

Employment

Starting point

- 1 What's the best way to find a new job?
- 2 Is it easier or more difficult than ten years ago? Why?

Working with words | Employment

- 1 Are you a member of any of these social networks? Why do/don't you use them?



- 2 Read the article and answer the questions.
 - 1 How many people and companies use LinkedIn?
 - 2 How does LinkedIn make it easier for ...?
 - people to find jobs
 - employers to find new staff

LinkedIn – the world's largest professional network

Today the Internet is making it easier and quicker for employers and employees to find each other.

One of the most popular websites for both employers and employees is LinkedIn, a social network service for professionals. The company has more than 400 million users in over 200 countries. Many of the world's top companies use LinkedIn to help them **recruit** new employees.

If you are looking for a job, it's very easy to join LinkedIn. Just post your profile on the site, including your **qualifications** from school or university,

your **experience** in different jobs and the **skills** that you have learned, like managing a team or using different computer programs.

Next, you begin to develop your contacts. On LinkedIn, you can search for people who you studied or worked with. Maybe an old university friend or ex-colleague is now with a company that you'd like to work for. That person can post a **reference** on the site, saying how good your work is.

More than three million companies have pages on LinkedIn, and many of them

advertise new positions on the site. With one or two clicks, you can **apply** for the job, and attach your CV and covering letter. You can also discover the number of people interested in the position and know if you are one of the better **candidates**. And if the company decides to put you on its **shortlist** of candidates, you can find a lot of advice on the site about what to say in a job **interview**.

Two new people or companies join LinkedIn every second. So if you're thinking about a new job and you aren't already a member, now's the time to do it.

More than
3 million
companies
have
pages on
LinkedIn

- 3 Answer the questions with a partner.
 - 1 Do you think sites like LinkedIn really make life easier for companies and people looking for jobs?
 - 2 Can you think of any disadvantages compared with traditional forms of recruitment?

4 Complete the stages of getting a job with the words in **bold** from the text in 2.

When a company decides to ¹ _____ a new employee, it usually ² _____s the job in the press or online.

You decide to ³ _____ the job. You send a CV, which includes information about:

- the exams that you have taken (your ⁴ _____)
- the companies that you have worked for (your ⁵ _____)
- the things that you have learnt to do (your ⁶ _____)
- people who you have worked with who can give you a ⁷ _____

The company studies the CVs of all the ⁸ _____, and makes a ⁹ _____ of the best ones. It invites these people to the company for an ¹⁰ _____.

5 Discuss with a partner. Which parts of the recruitment process do you find easier/more difficult?

6 ▶ 6.1 Listen to two people describing how they got their job. Take notes about how each person was lucky.

Speaker 1

Speaker 2

7 ▶ 6.1 Listen again and complete sentences 1–8.

- 1 I only saw the _____ for my job at the last minute.
- 2 I only had about four hours to prepare my _____.
- 3 I really wanted the job, but I wasn't really _____ for it.
- 4 So I didn't think I would be _____, but I was.
- 5 I could see that the person who _____ me didn't like me.
- 6 The company wanted a highly-_____ technician.
- 7 I had the qualifications, but I wasn't at all _____.
- 8 He was responsible for the _____ of service technicians.

8 Match each word in 7 with a different form of the same word from 4. Are the words nouns, verbs or adjectives? Where is the main stress on each word?

Example: application (noun), apply (verb)

» For more exercises, go to **Practice file 6** on page 116.

9 Work with a partner. Tell them about when you got your present job. Talk about:

- how you heard about the job
- how you applied for it
- the interviews you had
- why you accepted the job