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.

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

LIVEWORKSHEETS

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.

LIVEWORKSHEETS

WORD PRACTICE

LISTENING COMPREHENSION

CD1
Track 11

Part 1 Photo

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



1. Ⓐ Ⓑ Ⓒ Ⓓ

Part 2 Question–Response

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

2. Ⓐ Ⓑ Ⓒ 3. Ⓐ Ⓑ Ⓒ

Part 3 Conversation

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

4. What has the woman been doing lately?
   (A) Fixing her drain.
   (B) Earning money.
   (C) Looking for matches.
   (D) Searching for a job.

5. How long has she been doing this?
   (A) Two months.
   (B) Four months.
   (C) Five months.
   (D) Nine months.

6. What did she do yesterday?
   (A) She had an interview.
   (B) She read a review.
   (C) She helped someone.
   (D) She accepted a new position.

Part 4 Talk

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

7. What should the résumé include?
   (A) Your major in college.
   (B) Your grade point average.
   (C) A current reference.
   (D) A list of concrete achievements.

8. What is the employer looking for?
   (A) Employees with long-term career plans.
   (B) People to fill positions immediately.
   (C) Aggressive marketers.
   (D) People willing to accept minimum wage.

9. Who should apply for a position now?
   (A) Accountants.
   (B) Recruiters.
   (C) School teachers.
   (D) Apartment managers.

LIVEWORKSHEETS

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

LIVEWORKSHEETS

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

LIVEWORKSHEETS