

## Employment

*Employment* is an activity in which an employer engages or makes use of the services of an employee in return for money. Therefore, an *employer* is a person, business or firm that provides someone with gainful work and an *employee* is a person who works for another in return for financial or other compensation. Employment conditions as well as an employer and employee's rights and responsibilities are set out in an *employment contract*.

Some of the most frequent words used in the employment process are as follows:

- **to apply for a job:** to request or seek employment
- **to hire:** to employ or pay someone to do a particular job
- **to recruit:** to persuade someone to work for you
- **to headhunt:** to approach someone because you think they are well-qualified for a job and offer them that job
- **to fire/dismiss/sack:** to remove someone from a job, usually because of something bad that they have done
- **to make someone redundant:** to dismiss someone from their job, mostly for economic reasons
- **to resign:** to give up a job or position
- **severance pay:** money paid to employees when they are made redundant
- **constructive dismissal/discharge:** when employment terminates because of the intolerable behaviour of the employer
- **unfair dismissal:** when employment terminates without good reason

A. Complete the following sentences with one of the above-mentioned words.

1. It is unprecedented in the modern era for a pope to \_\_\_\_\_ because of physical frailty.
2. They decided to close down the plant and \_\_\_\_\_ 400 people \_\_\_\_\_.
3. All redundant workers were given 12 months' \_\_\_\_\_.
4. It seems obvious that if you don't \_\_\_\_\_, you'll never get one.
5. The local recruitment company was paid fees by the council to \_\_\_\_\_ chief executives.
6. I had to \_\_\_\_\_ Mrs McGillian because she kept on making the same mistakes.
7. George is making a claim for \_\_\_\_\_ because he claims his boss bullied him.
8. Our company needs to \_\_\_\_\_ more young and talented managers.
9. Where can you get legal advice on \_\_\_\_\_?
10. They should \_\_\_\_\_ a public relations consultant to help improve their image.

*Key: 1. resign, 2. make – redundant, 3. severance pay, 4. apply for a job, 5. headhunt, 6. fire/dismiss/sack, 7. constructive dismissal, 8. recruit, 9. unfair dismissal, 10. hire*

B. Match the expressions 1-10 with their definitions a-j.

1. prospects
2. vacancy
3. fringe benefits/perks
4. sick leave
5. a personnel officer
6. a trade (Br.)/labor (Am.) union
7. outsourcing
8. an in-house job
9. maternity leave

## 10. networking

- a. a job within an organization or a group
- b. an association of employees formed to improve their incomes and working conditions
- c. opportunities for success or promotion in a career
- d. procuring services from an outside supplier in order to cut costs
- e. forming business connections and contacts through informal social meetings
- f. absence from work because of illness
- g. advantages offered in addition to salary
- h. a manager responsible for recruitment, training and welfare of employees
- i. absence from work in the weeks before and after giving birth
- j. a position to be filled

Key: 1c, 2j, 3g, 4f, 5h, 6b, 7d, 8a, 9i, 10e

C. Complete the sentences with one of the following words: *portfolio workers, interview, career move, lifelong learning, core functions, employable, freelancers, job board, recruitment consultant, curriculum vitae*

1. If you are interested in applying for the position, you should submit your \_\_\_\_\_ no later than March 10.
2. Companies have been talking about the increasing importance of \_\_\_\_\_, i.e. taking a variety of different courses in order to improve one's professional skills.
3. I really want to make a \_\_\_\_\_ and find a job in a different company.
4. The role of a \_\_\_\_\_ is to conduct an accurate search for suitable candidates.
5. Nowadays people like the idea of being \_\_\_\_\_ and not having a long-term commitment to an employer.
6. Some companies prefer to outsource their work as they want to concentrate on their \_\_\_\_\_.
7. If you update your skills on a regular basis, you will always be \_\_\_\_\_.
8. Some management experts call freelancers "\_\_\_\_\_" as they have a range of different clients.
9. University departments are encouraged to post their student employment positions on the \_\_\_\_\_.
10. She had an \_\_\_\_\_ for a job with a publishing firm.

Key: 1. curriculum vitae, 2. lifelong learning, 3. career move, 4. recruitment consultant, 5. freelancers, 6. core functions, 7. employable, 8. portfolio workers, 9. job board, 10. interview