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# Rekrutacja w języku angielskim

Find a Job in an English-  
-Speaking Company

**B2-C1**



# SPIIS TREŚCI

WSTĘP .....	9
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## UNIT 1

What Is HRM? .....	13
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In this unit you will learn:

- the definition of Human Resources Management
- the main functions of HRM
- the skills and responsibilities of HR professionals
- particular stages of the selection process

## UNIT 2

How to Write an Outstanding CV .....	27
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In this unit you will learn how to:

- write a proper CV
- avoid common mistakes
- identify key skills
- highlight your work experience

## UNIT 3

Common CV Mistakes .....	43
--------------------------	----

In this unit you will learn:

- the most important collocations with *mistake*
- what the most common CV mistakes are
- how to avoid CV mistakes

## UNIT 4

Effective Covering Letters and Emails .....	49
---	----

In this unit you will learn:

- what a covering letter is
- how to write proper paragraphs
- some useful language for applying for a job

## UNIT 5

### **Successful Job Interviews ..... 63**

In this chapter you will find essential information connected with:

- making a positive first impression
- dealing with interview questions
- talking about yourself
- avoiding common mistakes

## UNIT 6

### **Online Interviews and Strategies of Effective Interviewing ..... 77**

In this unit you will learn:

- how to prepare for an online interview
- different types of selection interviews
- common interview mistakes made by recruiters

## UNIT 7

### **Types of Employment Contracts ..... 91**

In this unit you will learn:

- how to differentiate employment contracts
- how to translate an employment contract
- phrases referring to termination of contracts

## UNIT 8

### **How to Motivate Employees? Incentive Plans, Benefits, Leave ..... 103**

In this unit you will learn about:

- remuneration
- benefits
- leave entitlements

## UNIT 9

### **Basic Business English ..... 119**

In this unit you will learn:

- some common business English phrases
- interesting idiomatic expressions
- popular business phrasal verbs

**UNIT 10****Check Yourself! ..... 131**

In this unit you will:

- revise vocabulary connected with human resources
- practise writing a covering letter
- have a chance to act out a job interview

**GLOSSARY ..... 153**

# UNIT 1

## WHAT IS HRM?

### IN THIS UNIT YOU WILL LEARN:

- the definition of Human Resources Management
- the main functions of HRM
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- particular stages of the selection process

### EXERCISE 1

**Take a look at the following quotations. Do you agree or disagree with any? Why, why not?**

*Treat your employees right, so they won't use your internet to search for a new job.*

Mark Zuckerberg

*When people are financially invested, they want a return. When people are emotionally invested, they want to contribute.*

Simon Sinek

*You cannot mandate productivity; you must provide the tools to let people become their best.*

Steve Jobs

*Human Resources isn't a thing we do; it's the thing that runs our business.*

Steve Wynne

*HR should be every company's killer app. What could possibly be more important than who gets hired?*

Jack Welch



British English

flexitime

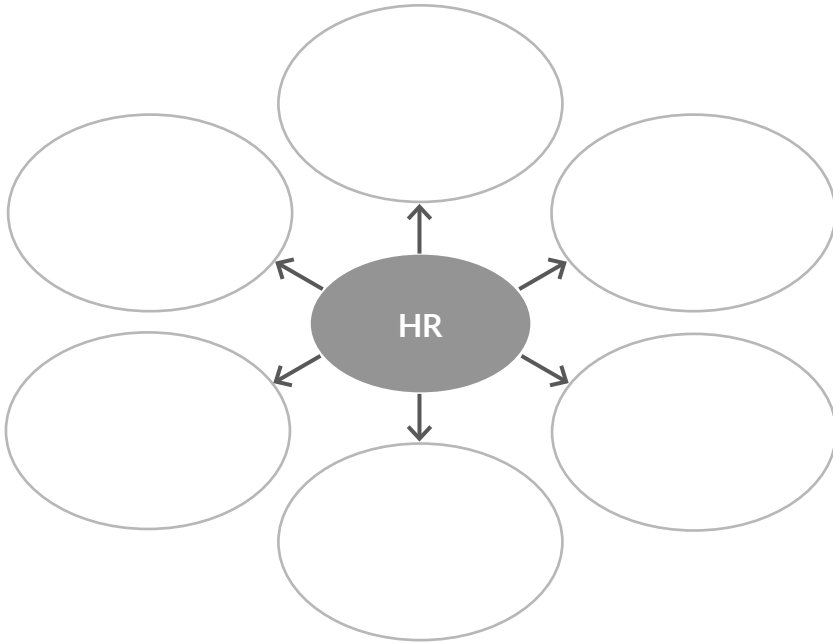
American English

flexitime



**EXERCISE 2**

Can you think of any tasks that a human resources specialist may do?



**EXERCISE 3**

a) Match the words from the left with the words from the right to form phrases.

1. labour	a) a skill gap
2. to take	b) the right track
3. to bridge	c) into consideration
4. hazardous	d) working hours
5. to be on	e) relations
6. flexible	f) compensation
7. direct	g) employees
8. to upskill	h) conditions
9. to ring	i) a bell

**b) Fill in the gaps with a suitable collocation from exercise 3 a.**

1. The company prided itself on its good \_\_\_\_\_. Employers and employees get on really well.
2. HR are responsible for ensuring that employees are not exposed to \_\_\_\_\_.
3. What I really appreciate in my job is the possibility of \_\_\_\_\_. I don't have to be exactly at 8 or 9 am every day.
4. The sum of wages, bonuses, and benefits paid to employees for the service provided by their employers is an example of \_\_\_\_\_.
5. You haven't quite completed this task yet, but you're \_\_\_\_\_.



British English

labour relations

American English

labor relations



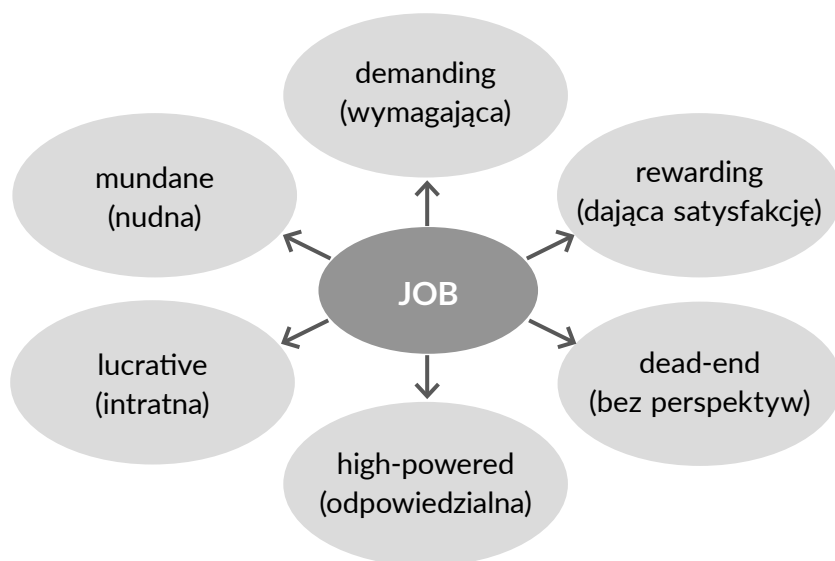
**EXERCISE 4**

**Listen to the recording and fill in the gaps.**

1. HRM is the process of acquiring, training, appraising, and \_\_\_\_\_ employees.
2. There are \_\_\_\_\_ main functions of Human Resources Management.
3. One of the functions within HR is \_\_\_\_\_ and \_\_\_\_\_ thanks to which employees may bridge a skill gap.
4. Direct compensation refers to salary, whereas \_\_\_\_\_ compensation can include a company car or laptop.
5. In order to improve \_\_\_\_\_ safety, HR professionals should be able to identify dangerous conditions and practices.
6. The HR department should also handle different problems regarding employee or employment laws, like transgression, harassment or \_\_\_\_\_.

## VOCABULARY

to acquire	zdobywać
to appraise	oceniać
to bridge a gap in something	wypełnić w czymś lukę
company car	samochód służbowy
transgression of something (e.g. rules)	naruszenie czegoś, np. zasad
harassment	nękanie



## REMEMBER!

**Upskilling** – the process of learning new skills or teaching workers additional skills in order to perform their current job more effectively, efficiently, or in a more modern manner.

**Reskilling** – the process of learning new skills so employees can do a different job. For example: a data entry specialist with strong technical skills may be chosen to be reskilled into a data analyst role.



## EXERCISE 5

Decide which of the benefits refer to upskilling or reskilling.

1. Improve chances of getting hired in another department or company in a new role.
2. Fill skill gaps to increase the chances of promotion or keeping a job during a merger, acquisition, or company downsizing.
3. Stay on top of the latest skills and trends to master current roles and remain a valuable asset and leader to the company.
4. Gain a better understanding of a new career path. Individuals can test the waters of a new field by first taking a course or two.

## VOCABULARY

merger	fuzja (firm)
acquisition	przejęcie (innej firmy)
downsizing	redukcja zatrudnienia
valuable asset	cenny nabytek
to test the waters	badać grunt

## USEFUL HINT!

**Work** is what you do to earn money. The noun **work** is more general than “job”.

**Work** is an uncountable noun, so it can't be used in the plural:

~~I have four works to do this week.~~

I have four **projects** to do this week.

I have four **things / tasks** to do this week.

I have four **assignments** to do this week.

A **job** is the particular type of work that you do. It is also called a **profession** or an **occupation** and is countable.

John has got **a job** as a waiter.

Mary has had **five jobs** in the past four years.