### RECRUITMENT VOCABULARY



**The following are business-related words. You may use them in your application process.**

1. **Match the words with their definitions.**

|  |  |
| --- | --- |
| 1. vacancy  | a. the ability to do something successfully or efficiently  |
| 2. fringe benefit   | b. one of two or more recurring periods in which different groups of workers do the same jobs in relay  |
| 3. superior  | c. an unoccupied position or job  |
| 4. shift  | d. a person or thing higher in rank, status, or quality, esp. a colleague in a higher position; opposite of subordinate  |
| 5. notice  | e. an extra benefit supplementing an employee's salary, for example, a company car, subsidized meals, health insurance, etc  |
| 6. competence  | f. a formal declaration of one's intention to end an agreement, typically one concerning employment or tenancy, at a specified time  |

|  |  |
| --- | --- |
| **1. vacancy**  | c. an unoccupied position or job  |
| **2. fringe benefit**  | e. an extra benefit supplementing an employee's salary, for example, a company car, subsidized meals, health insurance, etc |
| **3. superior**  | d. a person or thing higher in rank, status, or quality, esp. a colleague in a higher position; opposite of subordinate |
| **4. shift**  | b. one of two or more recurring periods in which different groups of workers do the same jobs in relay |
| **5. notice**  | f. a formal declaration of one's intention to end an agreement, typically one concerning employment or tenancy, at a specified time |
| **6. competence**  | a. the ability to do something successfully or efficiently |

1. **Complete the following sentences with:**

|  |  |
| --- | --- |
| **vacancy**  | **fringe benefits competence**  |
| **superiors**  | **shifts notice**  |

1. There are three **shifts** in this plant: 8:00-14:00, 14:00-20:00, and 20:00-02:00.
2. The CEO handed in his **notice** after a serious dispute with the company shareholders over policy decisions.
3. The interns displayed varying degrees of **competence** in teaching. Some were highly accomplished whereas others struggled.
4. Beside the high salary, the company offers attractive **fringe benefits**.
5. The HR department put an ad in the national newspaper to fill the **vacancy** for executive PA.
6. I suggest you show more respect to your **superiors** as the lowest ranking employee.
7. **Match the verbs with their definitions.**

|  |  |
| --- | --- |
| 1. **recruit**  | a. continue or proceed along a path or route  |
| 2. **pursue**  | b. be entitled to a particular benefit or privilege by fulfilling a necessary condition  |
| 3. **qualify**  | c. enroll someone as a member or worker in an organization or as a supporter of a cause; hire, employ  |
| 4. **shortlist**  | d. (usually passive) advance or raise someone to a higher position or rank  |
| 5. **promote**  | e. assign a job or role to someone  |
| 6. **fire**  | f. move to a new place and establish one's home or business there  |
| 7. **appoint**  | g. after a selection, put someone on a list of fewer candidates  |
| 8. **relocate**  | h. dismiss an employee from a job, discharge, give someone their notice, lay off, let go, sack, make redundant  |

|  |  |
| --- | --- |
| 1. **recruit**  | c. enroll someone as a member or worker in an organization or as a supporter of a cause; hire, employ  |
| 2. **pursue**  | a. continue or proceed along a path or route  |
| 3. **qualify**  | b. be entitled to a particular benefit or privilege by fulfilling a necessary condition |
| 4. **shortlist**  | g. after a selection, put someone on a list of fewer candidates  |
| 5. **promote**  | d. (usually passive) advance or raise someone to a higher position or rank |
| 6. **fire**  | h. dismiss an employee from a job, discharge, give someone their notice, lay off, let go, sack, make redundant |
| 7. **appoint**  | e. assign a job or role to someone |
| 8. **relocate**  | f. move to a new place and establish one's home or business there  |

1. **Complete the following sentences with the above verbs. You may have to change tenses.**
2. Having successfully completed the project, she was **appointed** to Bursa subsidiary as personnel manager.
3. He failed to **qualify** for the management team as he lacked the required certification.
4. After the first one, he was **shortlisted** for the second interview.
5. The newly employed staff will not be stationed here in Ankara; instead they will **relocate** to Bursa.
6. After the signing of the project, there are plans to **recruit** more staff later this year.
7. They had to **fire** him after the embezzlement rumors.
8. After years of hard work, he was **promoted** and became general manager.
9. Upon graduation from the university, she decided to **pursue** an academic career.

**V. Fill in the blanks with suitable prepositions:**

1. His internship in the bank gained him experience \_\_\_\_**in**\_\_\_\_\_\_ accounting.
2. Her energy and enthusiasm \_\_\_\_**about**\_\_\_\_\_ work were reflected on the other group members.
3. He shows great potential \_\_\_\_\_**for**\_\_\_ developing new projects.
4. He is talented \_\_\_\_\_**in**\_\_\_\_ marketing new products.
5. Jane’s application to the MBA program was rejected due to her lack of competence \_\_\_\_**in\_\_\_\_\_\_** the English language.
6. He is interested **\_\_\_\_\_\_\_in\_\_\_** writing short stories.
7. Tom is keen \_\_\_**on**\_\_\_\_\_\_\_ overseeing his own team on this project.
8. He was not too fond \_\_\_\_\_**of\_\_\_** dancing.
9. I was attracted \_\_\_\_\_**by**\_\_\_\_\_ the idea of working for an auditing company.
10. He is eager \_\_\_\_\_**to**\_\_\_\_\_ take a trip to Switzerland.
11. After graduation, she took \_\_\_\_\_**up/on**\_\_\_ a career in PR.
12. After graduation, she embarked \_\_\_**on**\_\_\_\_ a career in PR.
13. The workers have to work \_\_\_\_\_**in**\_\_\_\_ shifts in that factory.