### RECRUITMENT VOCABULARY

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**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 |

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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 |

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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.