

RECRUITMENT VOCABULARY



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

I. 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

II. Complete the following sentences with:

vacancy	fringe benefits	competence
superiors	shifts	notice

- There are three _____ in this plant: 8:00-14:00, 14:00-20:00, and 20:00-02:00.
- The CEO handed in his _____ after a serious dispute with the company shareholders over policy decisions.
- The interns displayed varying degrees of _____ in teaching. Some were highly accomplished whereas others struggled.
- Beside the high salary, the company offers attractive _____.
- The HR department put an ad in the national newspaper to fill the _____ for executive PA.
- I suggest you show more respect to your _____ as the lowest ranking employee.

III. 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

IV. Complete the following sentences with the above verbs. You may have to change tenses.

1. Having successfully completed the project, she was _____ to Bursa subsidiary as personnel manager.
2. He failed to _____ for the management team as he lacked the required certification.
3. After the first one, he was _____ for the second interview.
4. The newly employed staff will not be stationed here in Ankara; instead they will _____ to Bursa.
5. After the signing of the project, there are plans to _____ more staff later this year.
6. They had to _____ him after the embezzlement rumors.
7. After years of hardwork, he was _____ and became general manager.
8. Upon graduation from the university, she decided to _____ an academic career.

V. Fill in the blanks with suitable prepositions:

1. His internship in the bank gained him experience _____ accounting.
2. Her energy and enthusiasm _____ work were reflected on the other group members.
3. He shows great potential _____ developing new projects.
4. He is talented _____ marketing new products.
5. Jane's application to the MBA program was rejected due to her lack of competence _____ the English language.
6. He is interested _____ writing short stories.
7. Tom is keen _____ overseeing his own team on this project.
8. He was not too fond _____ dancing.

9. I was attracted _____ the idea of working for an auditing company.
10. He is eager _____ take a trip to Switzerland.
11. After graduation, she took _____ a career in PR.
12. After graduation, she embarked _____ a career in PR.
13. The workers have to work _____ shifts in that factory.