

Applying for a job (key vocabulary)

Application form: A document requiring you to answer specific questions about your skills and experience for a job.



Cover letter: A letter addressed to a particular organisation outlining in more detail your motivations and experience. This is typically sent in support of your CV.

CV/Resume: A document outlining your skills, work history, qualifications, contact details and information on references.

Notice period. The period of time you are required to work for a company after resigning from your position.

Permanent position: A contract of employment which does not specify an end date.

Probation period: A period of time at the start of your job in which your performance is reviewed, prior to starting your full contract.

References: A written testimonial typically from a previous employer.

Recruitment agency: A specialist agency that aims to find suitable individuals for job vacancies.

Recruit/hire/employ: When an organisation gives a contract of employment to a candidate.

Rejection: When you are not successful in applying for a job.

Vacancy/opening: A job position that needs to be recruited for.

What not to do at a job interview

- Don't smile too much!
- Don't over compliment the recruitment panel. They don't want to know you like their tie or suit!
- Don't ramble! (talk at length in an incoherent way)
- Don't be arrogant, saying 'I am the best' rarely works!
- Don't dress too casually.
- Don't use 'street language', for example 'Yo' as an introduction.
- Don't lean back in your seat, fiddle with your hair or fidget with your hands.

Phrasal Verbs relating to recruitment/HR

- 1) I am **handing over** my job. I am preparing someone to perform my job role.
- 2) I have **taken on** new responsibilities. I have accepted new responsibilities.
- 3) I **filled in** the application form. I completed the application form.
- 4) To **get ahead** it is necessary to have strong IT skills. To be competitive with others it is necessary to have strong IT skills.
- 5) We need to **follow up** his references. We need to check his references.
- 6) He accepted the job offer but then he **backed out** at the last minute. He accepted the job offer but then he changed his mind at the last minute.
- 7) We will **go with** Sally because she has the right skills and experience. We will choose Sally because she has the right skills and experience.
- 8) We made an error in your pay and will **make up** the difference the following month. We made an error in your pay and will pay extra the following month.

Quote of the month

"Find out what you like doing best and get someone to pay you for doing it."

Katherine Whitehorn

Making nouns from adjectives

- 1) '**ness**' – is a suffix that can be used to turn some adjectives into nouns for example:

Adjective	Noun
Happy	Happiness
Sad	Sadness
Ready	Readiness
Tidy	Tidiness

Note: the 'y' is replaced by 'i' before adding the suffix.

- 2) '**ity**' – is another suffix that can be used to turn some adjectives into nouns for example:

Adjective	Noun
Possible	Possibility
Responsible	Responsibility
Complex	Complexity

Note: The additional spelling changes that occur with 'possible' and 'responsible'.