

Recruitment

1 Reading

Article 1

Fill in the missing words and answer the following questions.

Some 60% of workers quit in 3 months

TAIPEI, CNA (2006/11/18)

company

salaries

corporate

survey

resignations

job

resigned

white collar

office

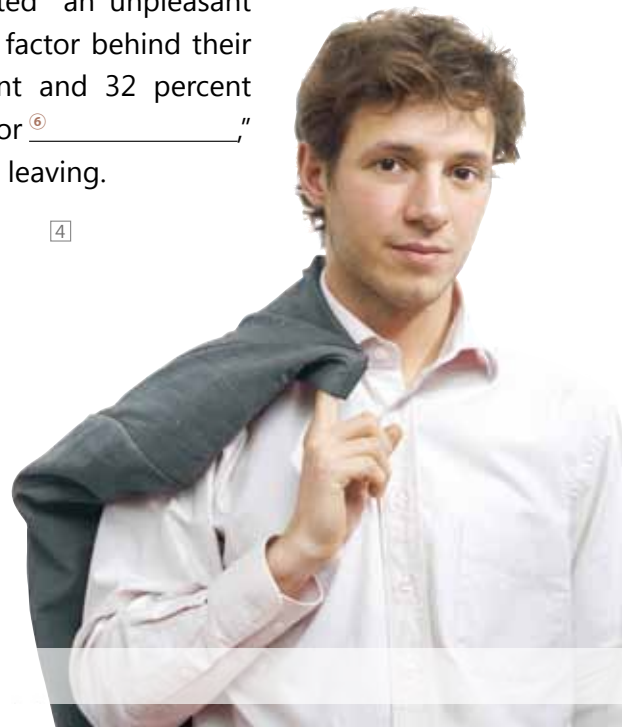
opportunity

Some 59 percent of Taiwan's office workers quit their jobs within three months out of dissatisfaction with their companies' environments or salaries, according to the results of a recent survey made public yesterday. [1]

Nearly 23 percent of the respondents said that they had ^① _____ within a week of starting a new ^② _____, while as many as 63 percent of those born in the 1980s said that they had done so within three months, according to the poll carried out by 104 Manpower Bank, an online service. [2]

According to the ^③ _____ results, 36 percent of ^④ _____ employees polled cited "an unpleasant working environment" as the leading factor behind their ^⑤ _____, while 33 percent and 32 percent pointed to "company systems" and "poor ^⑥ _____," respectively, as their major reasons for leaving. [3]

The survey also found that female ^⑦ _____ workers attach greater importance to "the ^⑧ _____ for advancement," while their male counterparts pay more attention to "^⑨ _____ culture" and "^⑩ _____ future." [4]



Exercise for Article 1

A Multiple choice

- ___ 1. How many of Taiwan's office workers quit their jobs within the first three months?
a. 29%. b. 63%. c. 59%. d. 36%.
- ___ 2. What percentage of Taiwan's office workers born in the 1980s quit their jobs within the first three months?
a. 29%. b. 63%. c. 59%. d. 36%.
- ___ 3. What was the most common reason people gave for leaving their jobs?
a. No opportunity for advancement.
b. Poor salaries.
c. Bad company systems.
d. Unpleasant working environments.
- ___ 4. What do women consider the most important factor in a job?
a. Corporate culture.
b. Opportunities for promotion.
c. Working environment.
d. Company future.
- ___ 5. Who responded to this survey?
a. Mostly women.
b. Only men.
c. Factory workers.
d. White collar employees.



working environment

B Write the answers

1. Who gathered this information?
▶ _____
2. How was this information obtained?
▶ _____
3. How many respondents said they had quit a job within the first week?
▶ _____
4. What do male office workers feel are the most important factors in a job?
▶ _____
5. How many respondents said salary was the most important factor in their decision to resign?
▶ _____

C True or false: Decide if the following statements about the article are true or false. Correct the false statements.

T F

1. Men are more concerned with company culture than women.
▶ _____
2. People born in the 1980s are more likely to quit a job soon after joining a company.
▶ _____
3. Nearly a quarter of all respondents said they had quit a job in the first week.
▶ _____
4. Salary was the most common reason that people gave for quitting a job.
▶ _____
5. All the white collar workers in Taiwan are happy with their company environments.
▶ _____

Discussion for Article 1

1. What does this article suggest about the working environments of many companies? Should companies pay more attention to this if they want to keep their staff?
2. Women are more concerned with opportunity, but men are more concerned with corporate culture. Is this what you would expect? Why are women more concerned with promotions than men? Why are men more concerned with the culture and future of the company?
3. Can you relate to the information presented in this article? Have you ever quit a job? How long had you worked in the job before you quit? Why did you quit?

2 Reading

Article 2

Read the article and answer the following questions.

In some countries or specific industries, companies have to compete for qualified staff. They often try to **recruit** staff right out of university. They may even use **headhunters**—special recruiters who try to **poach**, or steal, good employees from other companies, to fill their own staffing needs. In these situations, employees can demand better **compensation packages**, including not only the usual benefits such as retirement plans but maybe even some nice **company perks**, such as a company car or tuition reimbursement.

1



In other countries or industries, **prospective** employees are not so **in demand**. These workers may send many **résumés** (or **CVs** in the UK) to companies, or apply in person by filling out applications in the companies' offices, hoping to at least get an interview for a job. The interviewers will probably look very closely at their **qualifications**, and will probably contact any **references** on their résumés. They will probably **turn down** many applicants before hiring someone. These jobs might require the employee to sign a strict contract and work a lot of overtime.

2

Find the words in the article that match the following definitions.

- | | | | |
|--|---------|---|---------|
| 1. to reject | ▶ _____ | 7. people that know the applicant and are willing to speak about the person | ▶ _____ |
| 2. possible | ▶ _____ | 8. needed | ▶ _____ |
| 3. to find and attract to join a company | ▶ _____ | 9. pay and benefits given to employees by the company | ▶ _____ |
| 4. extra benefits | ▶ _____ | 10. education; experience; special skills | ▶ _____ |
| 5. to steal talent | ▶ _____ | | |
| 6. a job record/history | ▶ _____ | | |

3 Listening

Listen to the following conversation and answer the questions.

Listening 1



- _____ 1. What happened to Eric?
- He's been away.
 - He's now a product manager.
 - He's working for the competition.
 - He got fired.
- _____ 2. What was Eric's previous job?
- Product manager.
 - Team leader.
 - Engineer.
 - Sales representative.

Listening 2



- _____ 3. How did Tina get her new opportunity?
- Through a headhunter.
 - Through a member of the staff.
 - From a family member.
 - From a business contact.
- _____ 4. Which is not part of Tina's new compensation package?
- Guarantee of advancement.
 - Opportunity to get promoted.
 - Higher pay.
 - Great benefits.

Listening 3



- _____ 5. Who are these people?
- A manager and a staff member.
 - Two friends.
 - A job applicant and an interviewer.
 - A teacher and a student.
- _____ 6. How often does the woman change jobs?
- | | |
|-------------------------------|----------------------------------|
| a. Around once a year. | b. Every few years. |
| c. Every few months. | d. This is her first job. |
- _____ 7. Why did the woman leave her last job?
- She met many people.
 - She didn't get along with the other employees.
 - The salary was too low.
 - She felt the company had no future.

4 Interview with a headhunter

Listen to the conversation on the MP3 and answer the questions.



A Listen to this speaker talk about the strategies the highly successful corporate headhunter Nick A. Corcodilos uses for getting people into great jobs. Read the different topics below. Listen to the talk and number the topics in the order that you hear them.

- ___ a. Show you understand and can do the job.
- ___ b. The hiring manager will be happy if the right person for the job is you.
- ___ c. Briefly write down your value to the company.
- ___ d. If they offer the job, it's your turn to interview them.
- ___ e. Don't talk to HR—talk to the hiring manager directly.
- ___ f. It's not an interview; it's your first day on the job.
- ___ g. Make sure you would fit the company before the interview.

B Are any of these ideas different from the advice you have previously heard? Which of these ideas might you try the next time you are seeking employment?





5 Activity—dream job

- A** What would your dream job be? Getting paid to stay home and watch TV isn't really a job . . . or is it? Write a job description of your dream job.

B The Candidate

You are the hiring manager in charge of finding the right candidate for your dream job. Write a series of questions you might ask the candidate to determine his or her eligibility. Here are some examples. (Note: They are only models.) Write your own specific questions that will help you find the right candidate for your dream job.

1. What exactly/in particular [attracted you to this position] ?
2. Can you give me an example of a time when you [had to make a difficult decision] ?
[had to take a risk]
3. Why should we [hire you] ?
[consider you for this position]
What value/benefit [can you bring] to our company?
[will you add]
4. What major challenges and problems did you face in your previous job?
5. What were your biggest [accomplishments] in this position?
[failures]
6. Why are you leaving your job? Why were you fired?
7. Do you prefer to work independently or on a team?
8. How do you evaluate success?

▶ _____

▶ _____

▶ _____

▶ _____

▶ _____

▶ _____

▶ _____

▶ _____

▶ _____

▶ _____

- C Interview:** Interview for your own job. Find a partner. That partner will be the interviewer. He or she will ask you the questions you have written and determine if you are indeed the correct candidate for this job.