

Lecturer: Her KHAMMELEESAYSUE

Email: Laomai2017@gmail.com

Telephone: (+856) 2095466649

Unit 2 Recruitment and Selection, Applying a job

❖ Times:

- 4 hours

❖ Learning outcomes

- Students will be able to understand the step of recruitment and selection procedures.
- Students certainly understand how to apply a job or complete the application form.
- Students can deeply understand the vocabularies of recruitment and selection.

❖ Teaching aids

- Text book, Computer, LCD, Power Points, Marker and White board

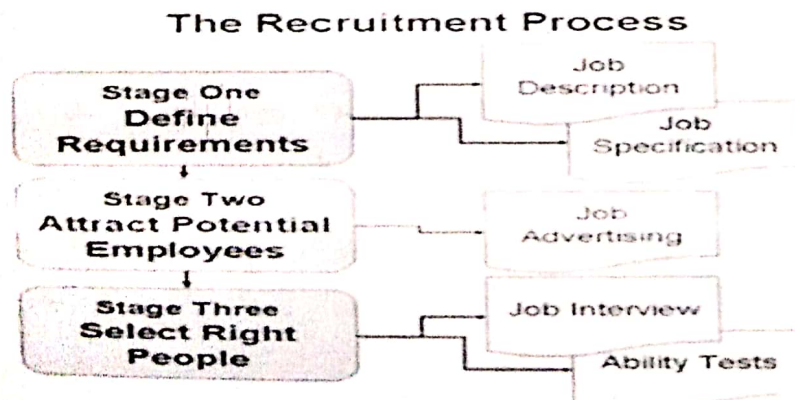
❖ Teaching methods

- Lecturer gives students to read information from recruitment, selection and applying for a job.
- Lecturer provides students understand the step of recruitment, selection and applying for a job.
- Lecturer advises students know vocabulary of recruitment and selection procedures.

1. Recruitment

The process of finding people for particular jobs is *recruitment* or, especially in American English, *hiring*. Someone who has been recruited is a recruit or, in American English, a hire. The company employs or hires them; they join the company. A company may recruit employees directly or use outside *recruiters*, recruitment agencies or employment agencies. Outside specialists called *headhunters* may be called on to *headhunt* people for very important jobs, persuading them to leave the organizations they already work for. This process is called headhunting.

The Recruitment Process



Lecturer: Her KHAMMELEESAYSUE

Email: Laomai2017@gmail.com

Telephone: (+856) 2095466649

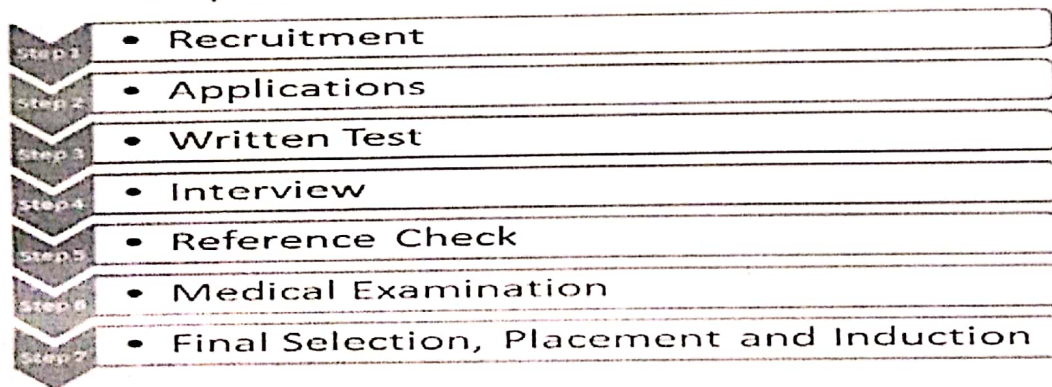
2. Selection Procedures

Dagmar Schmidt is the head of recruitment at a German telecommunications company. She talks about the selection process, the methods that the company uses to recruit people: 'We advertise in national newspapers. We look at the backgrounds of applicants: their experience of different jobs and their educational qualifications. We don't ask for handwritten letters of application as people usually apply by email; handwriting analysis belongs to the situation.

We invite the most interesting candidates to a group discussion. Then we have individual interviews with each candidate. We also ask the candidates to do written psychometric tests to assess their intelligence and personality.

After this, we shortlist three or four candidates, We check their references by writing to their referees: previous employers or teachers that candidates have named in their applications. If the references are OK, we ask the candidates to come back for more interviews. Finally, we offer the job to someone, and if they turn it down we have to think again. If they accept it, we hire them. We only appoint someone if we find the right person.

Steps in Scientific Selection Process



3. Applying for a job

Fred is a van driver, but he was fed up with long trips. He looked in the situations vacant pages of his local newspaper, where a local supermarket was advertising for van drivers for a new delivery service. He applied for the job by completing an application form and sending it in.

Harry is a building engineer. He saw a job in the appointments pages of one of the national papers. He made an application, sending in his CV (curriculum vitae - the 'story' of his working life) and a covering letter explaining why he wanted the job and why he was the right person for it.

- Decide what kind of job you want. ...
- Do your research. ...
- Write a resume. ...

Lecturer: Her KHAMMELEESAYSUE

Email: Laomai2017@gmail.com

Telephone: (+856) 2095466649

- Contact the employer to ask about the application process. ...
- Write a cover letter, if necessary. ...
- Get a second (or third) opinion. ...
- Locate references. ...
- Apply.

4. Vocabulary

- Recruitment	=	ການຮັບເອົາຄົນສະໝັກງານ
- Hiring	=	ການຈ້າງງານ
- Recruitment Agencies	=	ຕົວແທນຮັບພະນັກງານ
- Headhunter	=	ຜູ້ຮັບສະໝັກງານ
- Situation Vacant	=	ຕໍາແໜ່ງງານຫວ່າງ
- Applied for	=	ສະໝັກງານ
- Application form	=	ແບບຟອມການສະໝັກງານ
- Appointment	=	ຕໍາແໜ່ງງານ
- Curriculum Vitae	=	ຊີວະປະຫວັດ
- Letters of Applications	=	ໜັງສືຢັ້ງຢືນ
- Candidates	=	ຜູ້ສະໝັກ
- Shortlist	=	ຕິດລໍາດັບລາຍຊື່
- References	=	ເອກະສານອ້າງອີງ
- Turn it down	=	ປະຕິເສດ
- Accept	=	ຮັບ

❖ Learning Activities

- Students will be able to know the meaning of recruitment, selection and applying for a job
- Students will understand the step of recruitment, selection and applying for a job.
- Students will be able know vocabulary of recruitment and selection procedures.
- Students will be able to complete the exercise in page 15.

Lecturer: Her KHAMMELEESAYSUE

Email: Laomai2017@gmail.com

Telephone: (+856) 2095466649

1) Recruitment, selection and Applying

- What is the recruitment?

Recruitment refers to the overall process of attracting, selecting and appointing suitable candidates for jobs (either permanent or temporary) within an organization.

- What is the selection procedures?

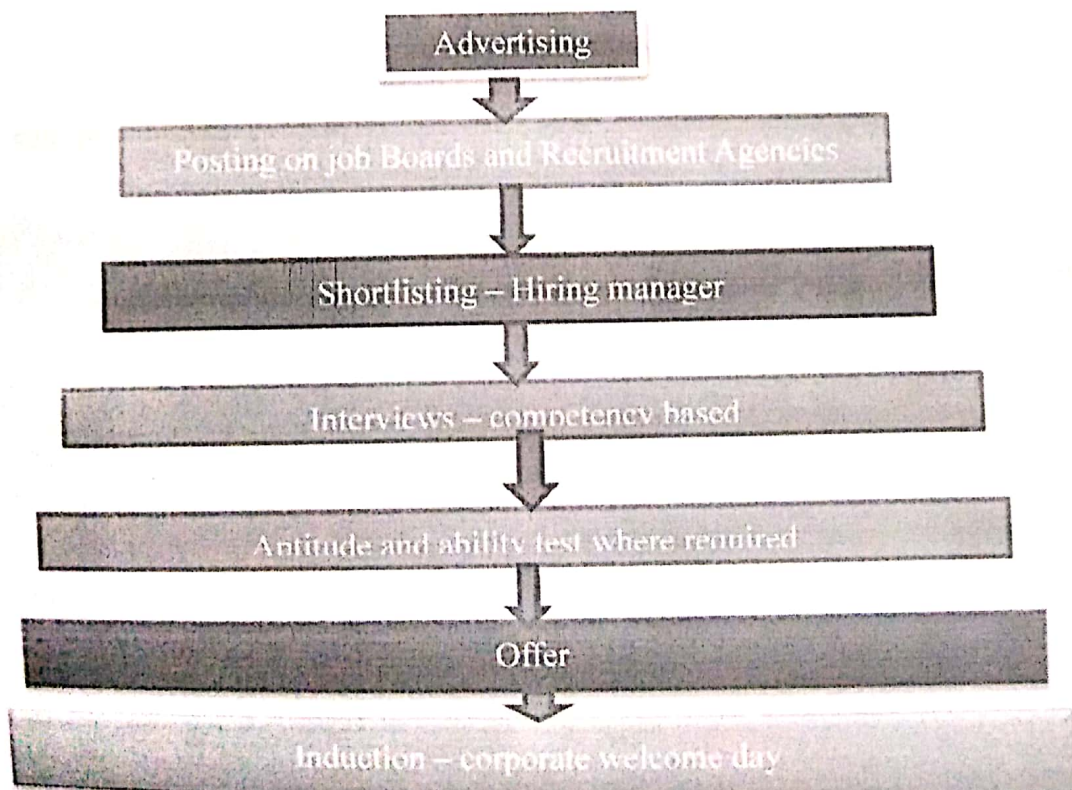
The process of interviewing and evaluating candidates for a specific job and selecting an individual for employment based on certain criteria. Employee selection can range from a very simple process to a very complicated process depending on the firm hiring and the position.

- What is job application?

A job application is an application for employment used by organizations to hire workers. Applications are part of the formal hiring process companies use to hire employees.

2) The step of recruitment, selection and Applying

- **Recruitment steps**

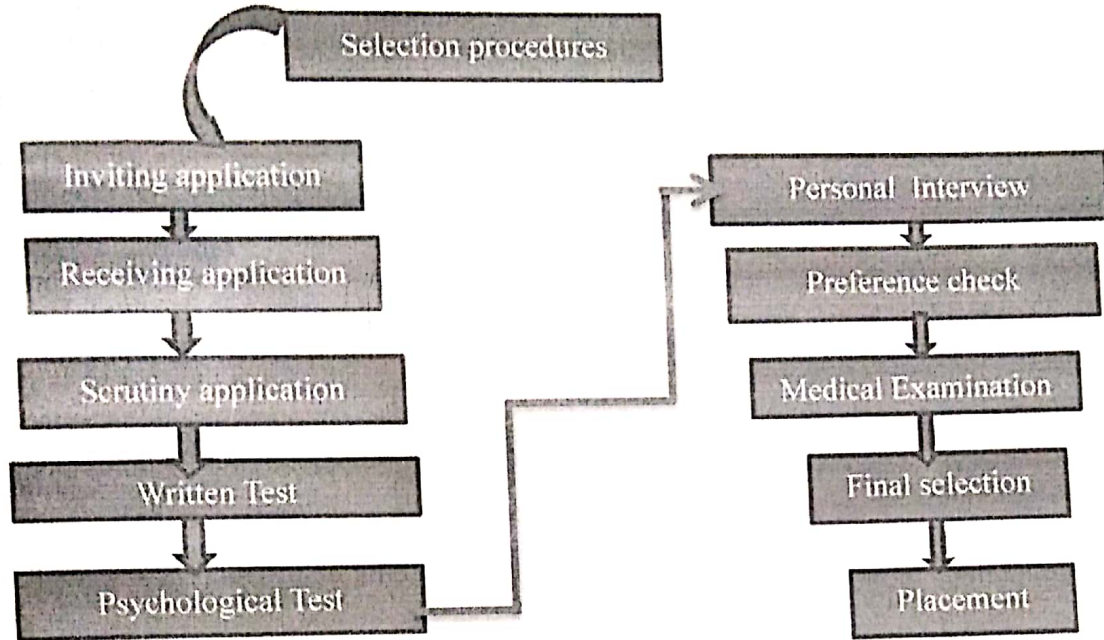


Lecturer: Her KHAMMELEESAYSUE

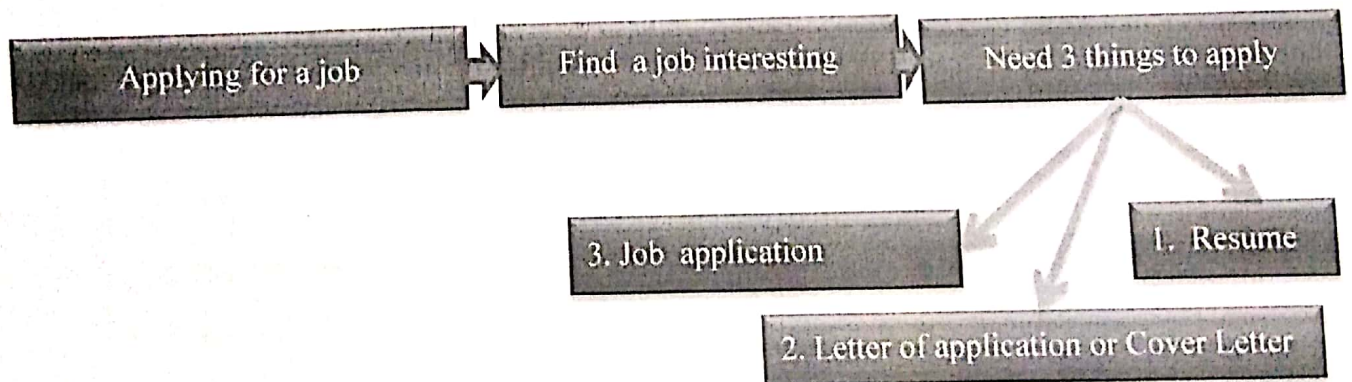
Email: Laomai2017@gmail.com

Telephone: (+856) 2095466649

- Selection Procedures steps



- The step of applying



Lecturer: Her KHAMMELEESAYSUE

Email: Laomai2017@gmail.com

Telephone: (+856) 2095466649

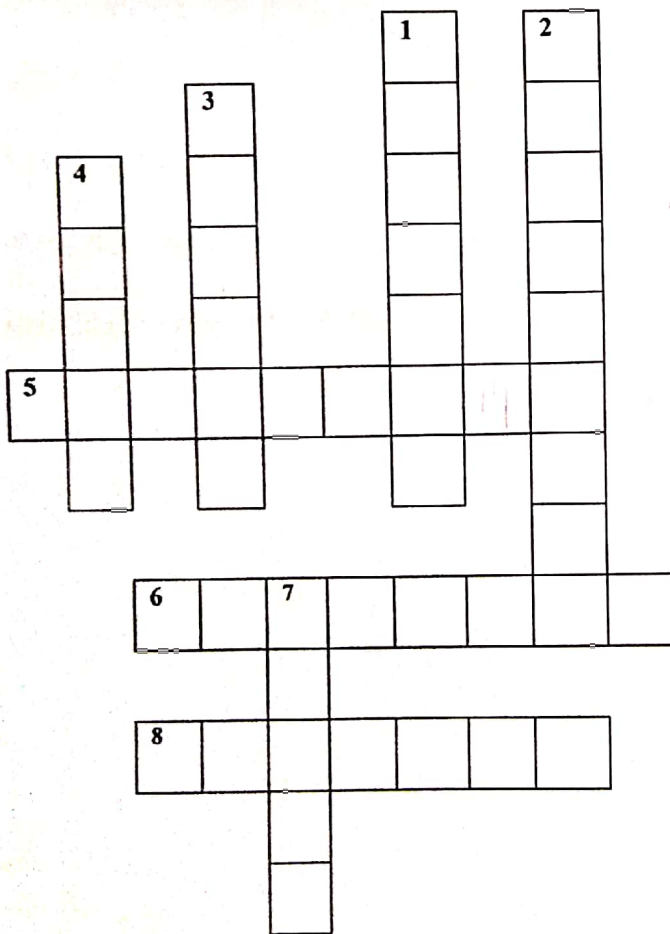
- Complete the crossword. Use appropriate forms of words from the right box to complete.

Across:

- 5) I phoned to check on my application, but they said they'd alreadysomeone. (9)
- 6) This job is so important; I think we need tosomeone. (8)
- 8) The selection process has lasted three months, but we're going tosomeone next week. (7)

Down:

- 1) and 2) I hope she,because if shethe job, we'll have to start looking again. (7,5,4)
- 3) That last applicant was very strong, but I understand he's had two other.....already. (6)
- 4) They've finally a new receptionist. (5)
- 7) Computer programmers wanted. Only those with UNIX experience should



- | | |
|---------|-----------|
| Apply | Headhunt |
| Hire | Appoint |
| Recruit | Turn down |
| Accept | offer |

Lecturer: Her KHAMMELEESAYSUE

Email: Laomai2017@gmail.com

Telephone: (+856) 2095466649

- Look at the underlined phrases with correct forms of words and find out opposite words to complete.

Torry had already 1(.....) refused two job offers when he went for 2 (.....) a discussion to see if he was suitable for the job. They looked at his driving license and contacted 3(.....) previous employers Fred had mentioned in his application. A few days later, the supermarket 4(.....) asked him if he would like the job and Torry 5 (.....) said yes. Herren didn't hear anything for six weeks, so he phoned the company. They told him that they had received a lot of 6 (.....) requests for the job. After looking at the 7 (.....) life stories of the 8(.....) people asking for the job and looking at 9(.....) what exams they had passed during their education, the company 10(.....) had chosen six people to interview, done tests on their personality and intelligence and they had then given someone the job.

Lecturer: Her KHAMMELEESAYSUE

Email: Laomai2017@gmail.com

Telephone: (+856) 2095466649

- Complete the application form

Department of Workforce Services
EMPLOYMENT APPLICATION

Employer: _____ Date: _____

Name:		
Last	First	M.I.
Address:		
Street Address	City	State ZIP
Home Phone: _____		Work Phone: _____
Are you a Veteran? <input type="checkbox"/> Yes <input type="checkbox"/> No		
List the positions you are interested in by specific title (Example: typist, carpenter, auto mechanic)		
1 st Choice: _____		2 nd Choice: _____
Available to work: <input type="checkbox"/> Full-Time <input type="checkbox"/> Temporary <input type="checkbox"/> Part-Time <input type="checkbox"/> Shift Work		
Date You Can Start: _____		Salary Desired: _____
Are You Employed Now? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, may we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have You Applied To This Company Before? <input type="checkbox"/> Yes <input type="checkbox"/> No		Where? _____ When? _____
List Any Trade or Professional Licenses, Certificates, or Registrations:		

References: List Three Persons Not Related to You Whom You Have Known At Least One Year.

Name	Address	Telephone / Business / Occupation

Education:

High School Graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, Indicate Highest Grade Completed (1 - 12)		
College, Business or Trade Schools (Name and City Location)	Major or Vocational Subjects	Length of Time Degree / Certificate

Continued on Other Side

❖ **Student Assessment / homework**

- Students can remember the vocabularies

1) Rewrite vocabulary

- 1.....4
- 2.....5

Lecturer: Her KHAMMELEESAYSUE

Email: Laomai2017@gmail.com

Telephone: (+856) 2095466649

- Students able to know the type of documents for applying the job

1). How many steps of Recruitment, Selection procedures and Applying?

.....
.....
.....
.....
.....
.....
.....
.....

- Students will be able to apply for a job.

1) Complete the application from

Personal Information

Surname _____ First Name _____ Middle Name _____

Address _____

City _____ State _____ Zip Code _____

Tel Number _____ Email _____

(Please answer YES or NO to the questions below)

Are you legally allowed in the United States? YES NO

Have you ever been jailed for felony? YES NO

If yes, explain _____

POSITION/AVAILABILITY:

Vacancy Applied _____

States days and hours you are available for work

Days: _____

Hours: _____

When are you ready to start? _____

Lecturer's Signature

Her
Her