

# EMPLOYMENT & EMPLOYABILITY

Employment can be defined as a contract between two parties: **an employer** (a person who gives a job) and **an employee** (a person who will perform a job). They may find each other via professional **recruitment consultants** (within a company or from an agency) or via job advertisements in newspapers and online, i.e. **job boards**.

Here are some of the words used in the employment process:

- **to hire** somebody = **to employ**
- **to recruit** = to persuade someone to work for you
- **to headhunt** = to approach someone because you think they are well-qualified for the job and offer them that job
- **to fire** somebody = **to dismiss** somebody from their job, usually because of something they did (also used: **'to sack'**)
- **to make somebody redundant** = to dismiss somebody from their job, mostly for economic reasons
- **to hand in / give in your notice** = to tell your employer that you are leaving the company
- **severance pay** = money paid to workers when they are made redundant
- **constructive dismissal** = the claim that you were forced to leave your job because of the actions/behaviour of your employer (similar to **'unfair dismissal'** = the claim that you were dismissed for no good reason)

## I Complete the following sentences:

- a) John gave the company two weeks' \_\_\_\_\_ and they told him to leave straight away.
- b) X-Petrol is closing down its factory and making 400 people \_\_\_\_\_.
- c) The redundant workers were given 20 weeks' \_\_\_\_\_ .
- d) Greta was \_\_\_\_\_ at great expense, but it was worth it since she brought a huge profit to her new employer.
- e) I had to \_\_\_\_\_ Jill since she kept on making the same mistakes.
- f) Peter is making a claim for \_\_\_\_\_ because he claims his boss bullied him.
- g) Our company needs to \_\_\_\_\_ more young and talented engineers.

Key: a) notice, b) redundant, c) severance pay, d) headhunted, e) fire/sack, f) constructive dismissal, g) recruit

## II 'Match the expressions 1-8 with their definitions a)-h).'

- 1 prospects
- 2 vacancy
- 3 fringe benefits / perks
- 4 sick leave
- 5 a personnel officer
- 6 a trade / labour union
- 7 outsourcing
- 8 an in-house job

- a) a job within an organization or a group
- b) an association of employees formed to improve their incomes and working conditions
- c) opportunities for success or promotion in a career
- d) the procuring of services from an outside supplier in order to cut costs
- e) a position to be filled
- f) absence because of illness
- g) advantages offered in addition to salary
- h) a manager responsible for recruitment, training and welfare of employees

Key: 1c, 2e, 3g, 4f, 5h, 6b, 7d, 8a

## III Fill in the gaps with the words from the list.

freelancers    employable    lifelong learning    core functions    a career move    portfolio workers

- a) Nowadays governments and companies are talking about the increasing importance of \_\_\_\_\_-continuing to develop our knowledge by going on different courses for improving our skills.
- b) In the next year or two I'm planning to make a \_\_\_\_\_ and find a job in a different company.
- c) More and more people like the idea of being \_\_\_\_\_ and not having a long-term commitment to an employer.
- d) Some companies prefer to outsource their work as they want to concentrate on their \_\_\_\_\_ .
- e) If you update your skills on a regular basis, you will always be \_\_\_\_\_.
- f) Some management experts call freelancers ' \_\_\_\_\_ ' as they have a range of different clients.

Key: a) lifelong learning, b) career move, c) freelancers, d) core functions, e) employable, f) portfolio workers



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