

Day 24

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Fill in the blanks.

1. Attending a job f_ _ _ r is an easy way to connect to numerous employers quickly.
2. R_ _ _ _ _ ters today look for a well-rounded personality.
3. Once you have impressed a p_ _ _ _ _ tive employer through your r_ _ _ _ é, you will typically be invited to be interviewed.
4. Often sponsored by career centers, job fairs p_ _ _ _ _ e a c_ _ _ _ _ ient location for students to meet employers and p_ _ _ _ _ m first interviews.

© WORDS TO LEARN (Reading Section)

Listen to some essential words for the TOEIC test without looking at the word list.

Now look at the list of today's vocabulary and repeat after the teacher.

reference/ involves / Personnel / job interview / equal opportunities / applicants / discriminate / application / assess/ probationary period/ submitted / covering letter / evaluation / Human Resources / rejected / candidates/ referee/ recruitment

WORDS IN CONTEXT

© **Read the following two paragraphs and choose one of the vocabulary words listed below to fill in the blanks.**

involves / Personnel / job interview / equal opportunities / applicants / discriminate / application / assess/ recruitment / submitted / covering letter / evaluation / Human Resources / rejected / candidates/

() is the business of recruiting or hiring people to work for a company. Usually this is managed by the () or () department.

A job () is probably the most important part of the job search and recruitment process. Most job () will be (), most of the time for such reasons as small or careless mistakes on a job application form, résumé or ().

A () is a meeting organized by a recruiter to evaluate a potential employee for prospective employment at a company. It is preceded by the () of résumés () by () who have applied for a particular job.

A typical job interview () a single candidate meeting with one, two or three current employers from a company. Usually interviewers consist of: the potential supervisor of the employee, a member of the firm's Human Resources (HR) team and/or a partner from the firm.

When a company interviews a candidate for a job, they are not allowed to () against him or her on the grounds of race, sex, age or disability. In other words every candidate should have (), or the same chance to get the job.

The primary purpose of the job interview is to () the candidate's suitability for the job, although the candidate will also be assessing the corporate culture and demands of the job, and whether or not the company is right for them.

◎ Use the terms in the box to complete the sentences below.

referee/ probationary period / reference/ covering letter

1. A is a letter written by someone who knows you and that describes your character and abilities.
2. A is a person who gives you a reference when you are applying for a job.
3. A is a letter sent with your résumé to provide additional information on your skills and experience. It typically gives detailed information on why you are qualified for the job you are applying for. It explains the reasons for your interest in the specific organization and identifies your most relevant skills or experiences.
4. A is a period after someone starts a job, during which their employer can decide whether he or she is suitable and should be allowed to continue as a "regular" employee.

◎ Match each definition (A – L) with today's vocabulary word (1 – 12)

DEFINITIONS

- A. to include
- B. to give something, such as a document, to someone
- C. an act of appraising
- D. to treat differently
- E. to refuse to accept
- F. to ask formally for something, such as a job
- G. to make a judgment about something

- 1. apply
- 2. assess
- 3. evaluation
- 4. reject
- 5. submit
- 6. involve
- 7. discriminate