

**What are employers looking for?**

Most employers say that they wish to employ the right person for the right job. A recent report by Britain's independent Institute of Manpower Studies, however, disagrees with this. The report states that most employers wish to avoid employing the wrong person. Rather than looking for the right person, they are looking for applicants to turn down.

The report also suggests that in Britain and in many other parts of the world, the selection methods used to identify the right person for the job certainly do not match up to those used to evaluate a piece of new equipment. Recruiters used three main selection methods: interviewing, checking curriculum vitae or application forms against defined criteria, and examining references. Most of the recruiters consulted in this survey stated that these selection methods were used more for "weeding out" unsuitable candidates rather than for finding suitable ones.

Interviews were considered to be more reliable than either curriculum checks or references from past employers. Research, however, proves otherwise. Interviewers' decisions are often strongly influenced by their previous assessment of the written application. Also, different recruiters interpret facts differently. One may consider candidates who have often changed jobs as people with broad and useful experience. Another will view such candidates as unreliable and unlikely to stay for long in the new job.



**Ex.1 Find in the text expressions which mean:**

1. zatrudniać
2. raport
3. aplikant
4. selekcja
5. rekruter
6. kryteria
7. referencje
8. kandydat
9. (nie)odpowiedni
10. doświadczenie

**Ex.2 Match these words from the two columns to form collocations as in the text:**

- |                |            |
|----------------|------------|
| 1. the right   | candidate  |
| 2. selection   | criteria   |
| 3. application | experience |
| 4. defined     | form       |
| 5. unsuitable  | methods    |
| 6. useful      | person     |

**Ex.3 Say these sentences in English using some expressions from the previous exercise:**

1. Nasi rekruterzy mają określone kryteria, aby zatrudniać tylko właściwych kandydatów
2. Częściej patrzymy na przydatne doświadczenie aplikantów niż ich referencje.
3. Jedną z metod selekcji jest formularz aplikacyjny.

***I know English idioms!***

*One of the sentences in this lesson's text reads: "(...) these selection methods were used more for "weeding out" unsuitable candidates..." The underlined part is an idiomatic expression, which means "to remove"(usunąć, pozbyć się). Let's study other examples:*

- We need to cut costs in our company and will have to weed out the worst workers.
- The first round of interviews only really serves to weed out the weakest of applicants.

***Phrasals, phrasals...***

*Another sentence in the text reads: "Rather than looking for the right person, they are looking for applicants to turn down." Here we can find a phrasal verb, very common in business contexts: "to turn down". In this sentence it can mean "to reject" (odrzuć), but it can also have other meanings:*

- When the market turns down, recruitment is one of the first areas where companies try to make savings. (= *there is recession*)
- The rival energy company's offer was turned down. (= *rejected*)
- She was turned down for the job because of insufficient experience. (= *refused to be given*)

***Grammar corner***

*Let's study this sentence: Also, different recruiters interpret facts differently. The sentence illustrates the difference between two parts of speech: an adjective (different) and an adverb (differently). As we can see, to form an adverb from an adjective it's enough to add the "-ly" ending.*

***Try and make these adjectives into adverbs:***

- |              |             |
|--------------|-------------|
| 1. cheerful  | 5. hopeful  |
| 2. dramatic  | 6. lazy     |
| 3. energetic | 7. noisy    |
| 4. happy     | 8. probable |

GLOSSARY	
employer	pracodawca
to look for	szukać
to wish	życzyć (sobie)
to employ	zatrudniać
right	właściwy
recent	niedawny
independent	niezależny
Institute of Manpower Studies	Instytut Studiów nad Rezerwami Ludzkimi
to disagree	nie zgadzać się
to state	twierdzić
to avoid	unikać
applicant	aplikant, kandydat
to turn down	odrzuć
to identify	tu: wybrać
certainly	z pewnością
to match up (to)	pasować
to evaluate	ocenić
(a piece of) equipment	sprzęt
interviewing	przeprowadzanie rozmowy
checking, examining	sprawdzanie
application form	formularz aplikacyjny
defined	określony
references	referencje
survey	badanie, ankieta
to weed out	wyeliminować
unsuitable	nieodpowiedni
to be considered	być uważanym
reliable	rzetelny
research	badanie
to prove	świadczyć
otherwise	inaczej
to be influenced	być pod wpływem
previous	poprzedni
assessment	ocena
to consider	rozważać
broad	szerokie
useful	przydatne
experience	doświadczenie
to view	postrzegać
unlikely	mało prawdopodobny
unreliable	niesolidny

## ANSWER KEY

### Ex.1

1. employ
2. report
3. applicant
4. selection
5. recruiter
6. criteria
7. references
8. candidate
9. (un)suitable
10. experience

### Ex.2

1. the right person
2. selection methods
3. application form
4. defined criteria
5. unsuitable candidate
6. useful experience

### Ex.3

1. Our recruiters have defined criteria to employ only the suitable candidates.
2. We look at the useful experience of candidates more often than at their references.
3. One of selection methods is an application form.

### Grammar corner

1. cheerfully
2. dramatically
3. energetically
4. happily
5. hopefully
6. lazily
7. noisily
8. probably