Topic 14.1

Employees - Hiring and Firing

hire (hires, hiring, hired) VERB fire (fires, firing, fired) VERB

If you **hire** someone, you employ them or pay them to do a particular job for you. If an employer **fires** you, they dismiss you from your job.

The rest of the staff <u>have been hired</u> on short-term contracts. If he wasn't so good at his job, I probably would <u>have fired</u> him.

headhunt (headhunts, headhunting, headhunted) VERB

If someone who works for a particular company **is headhunted**, they leave that company because another company has approached them and offered them another job with better pay and higher status.

He <u>was headhunted</u> by Barkers last October. They may <u>headhunt</u> her for the position of Executive Producer.

recruit (recruits, recruiting, recruited) VERB dismiss (dismisses, dismissing, dismissed) VERB

If you **recruit** people for an organization, you select them and persuade them to join it or work for it. When an employer **dismisses** an employee, the employer tells the employee that they are no longer needed to do the job they have been doing.

The police are trying to <u>recruit</u> more black and Asian officers. ...the power to <u>dismiss</u> civil servants who refuse to work.

• headhunter (headhunters) N-COUNT recruitment consultant (recruitment consultants) N-COUNT

A **headhunter** or **recruitment consultant** is a person or service that helps professional people to find work by introducing them to potential employers.

...a top international <u>headhunter</u> who places chairmen and chief executives in private companies, with salaries of up to £1 million. <u>Recruitment consultants</u> and employment agencies may help to locate opportunities more effectively, but there are pitfalls.

• notice n-uncount

give somebody notice PHRASE hand in your notice PHRASE give in your notice PHRASE

If you give **notice** about something that is going to happen, you give a warning in advance that it is going to happen. If an employer **gives** an employee **notice**, the employer tells the employee that he or she must leave his or her job within a fixed period of time. If you **hand in** your **notice** or **give** in your **notice**, you tell your employer that you intend to leave your job soon within a set period of time.

Employers and employees often do not expressly agree on the length of <u>notice</u> required to terminate employment. The next morning I telephoned him and <u>gave</u> him his <u>notice</u>. He <u>handed in</u> his <u>notice</u> at the bank and ruined his career. He sold his house and <u>gave in</u> his <u>notice</u>.

◆ constructive dismissal N-UNCOUNT unfair dismissal N-UNCOUNT

If an employee claims **constructive dismissal**, they be legal action against their employer in which they caim is were forced to leave their job because of the behaviour employer. If an employee claims **unfair dismissal**, the legal action against their employer in which they daim to were dismissed from their job unfairly.

The woman claims she was the victim of <u>constructive vi</u> after being demoted from her job as senior supervisor.

His former chauffeur is claiming <u>unfair dismissal</u> on the of racial discrimination.

severance ADJ

Severance pay is a sum of money that a company g* employees when it has to stop employing them.

We were offered 13 weeks' <u>severance</u> pay.

More than 170 workers opted for a voluntary <u>severance</u>
of four to 12 months' pay, plus travel and education of

redundant AD! redundancy (redundancies) N-VAR

If you are made **redundant**, your employer tells you because your job is no longer necessary or because you employer cannot afford to keep paying you. **Redunda** means being made redundant.

My husband was made <u>redundant</u> late last year. Thousands of bank employees are facing <u>redundant</u>. Last week, 15 <u>redundancies</u> were announced.

sack (sacks, sacking, sacked) VERB give someone the sack PHRASE get the sack PHRASE

If your employers **sack** you, they tell you that you can work for them. If someone is **given the sack**, or if the **the sack**, they are sacked.

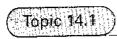
Earlier today the Prime Minister <u>sacked</u> 18 governmen People who make mistakes can <u>be given</u> the <u>sack</u> the: 52 managers <u>got</u> the <u>sack</u> in one year.

reference (references) N-COUNTreferee (referees) N-COUNT

A **reference** is a letter that is written by someone who you and which describes your character and abilities. It apply for a job, an employer might ask for references. Is a person who gives you a reference, for example whapplying for a job.

The firm offered to give her a <u>reference</u>. One problem that frequently arises is that you do not give your present employer as a <u>referee</u> when applying

compensation: Topic 14.2; interview: Topic



Employees – Hiring and Firing



PRACTISE YOUR VOCABULARY

to headhunt	te the table. e to fire	i to write (someone) a reference	
to recruit	f to interview	j to give (someone) notice	
to offer a severance package	g to dismiss	k to hire	
		omeone) redundant	
finding and appointing new employees		the termination of an employee's contract	
	,		
When a worker is made redunda	ant, the firm is obliged	to make a payment to the employee. What is this paymer	
called?			
a compensation b severa	nce payment		
·	es the ich advertisemen	nt .	
Use the terms below to complete		11.	
a recruit b length of notice	c referees		
	Scot, Sincla	ir, Murdoch (UK)	
		L OFFICER	
Design of the firm		a new legal officer to join our established legal	
Due to expansion of the intri-	et Scatsim caluk for full	details. Application is by letter, with the names of	
team. Please check our website	at Scotsint.co.uk for full	he you must give your current	
three a	nd you should indicate ti	ie	
employer.			
employer.			
	mplete the paragraph.		
Use the terms in the box to co			
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Use the terms in the box to collaboration headhunted constructive dism	issal recruitment consu		
Use the terms in the box to collaboration when a	issal recruitment consu	ones you and tells you that you are being	
Use the terms in the box to collaboration in the box to collaborate dism It is very flattering when a	telepho	ones you and tells you that you are being ed them to find you another role with another firm, however. to dump a difficult employee rather than risk being sued for ur	