



- **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 have been hired on short-term contracts. If he wasn't so good at his job, I probably would have fired 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 was headhunted by Barkers last October. They may headhunt 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 recruit more black and Asian officers. ...the power to dismiss 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 headhunter who places chairmen and chief executives in private companies, with salaries of up to £1 million. Recruitment consultants 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 notice required to terminate employment. The next morning I telephoned him and gave him his notice. He handed in his notice at the bank and ruined his career. He sold his house and gave in his notice.

- **constructive dismissal** N-UNCOUNT
- **unfair dismissal** N-UNCOUNT

If an employee claims **constructive dismissal**, they begin a legal action against their employer in which they claim that they were forced to leave their job because of the behaviour of their employer. If an employee claims **unfair dismissal**, they begin a legal action against their employer in which they claim that they were dismissed from their job unfairly.

The woman claims she was the victim of constructive dismissal after being demoted from her job as senior supervisor. His former chauffeur is claiming unfair dismissal on the grounds of racial discrimination.

- **severance** ADJ

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

We were offered 13 weeks' severance pay. More than 170 workers opted for a voluntary severance package of four to 12 months' pay, plus travel and education vouchers.

- **redundant** ADJ
- **redundancy** (redundancies) N-VAR

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

My husband was made redundant late last year. Thousands of bank employees are facing redundancy. Last week, 15 redundancies 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 no longer work for them. If someone is **given the sack**, or if they **get the sack**, they are sacked.

Earlier today the Prime Minister sacked 18 government officials. People who make mistakes can be given the sack the same day. 52 managers got the sack in one year.

- **reference** (references) N-COUNT
- **referee** (referees) N-COUNT

A **reference** is a letter that is written by someone who knows you and which describes your character and abilities. When you apply for a job, an employer might ask for references. A **referee** is a person who gives you a reference, for example when you are applying for a job.

The firm offered to give her a reference. One problem that frequently arises is that you do not wish to give your present employer as a referee when applying for a job.

➔ **compensation:** Topic 14.2; **interview:** Topic 14.4



PRACTISE YOUR VOCABULARY

1 Which of the terms are associated with hiring, or appointing new employees, and which with firing or terminating an employee's contract? Complete the table.

- | | | |
|--------------------------------|-------------------------------|----------------------------------|
| a to headhunt | e to fire | i to write (someone) a reference |
| b to recruit | f to interview | j to give (someone) notice |
| c to offer a severance package | g to dismiss | k to hire |
| d to give (someone) the sack | h to make (someone) redundant | |

finding and appointing new employees	the termination of an employee's contract

2 When a worker is made redundant, the firm is obliged to make a payment to the employee. What is this payment called?

- a compensation b severance payment

3 Use the terms below to complete the job advertisement.

- a recruit b length of notice c referees

Scot, Sinclair, Murdoch (UK)
LEGAL OFFICER

Due to expansion of the firm, we need to _____ a new legal officer to join our established legal team. Please check our website at Scotsim.co.uk for full details. Application is by letter, with the names of **three** _____ and you should indicate the _____ you must give your current employer.

4 Use the terms in the box to complete the paragraph.

headhunted constructive dismissal recruitment consultant

It is very flattering when a _____ telephones you and tells you that you are being _____. Sometimes they call you because your employer has asked them to find you another role with another firm, however. This happens because companies find it easier and cheaper to dump a difficult employee rather than risk being sued for unfair or _____.