

Interview, job evaluation and promotion

ĆWICZENIE

Przeczytaj poniższy tekst, a następnie
przetłumacz poniżej tekstu zdania na język angielski.

JOB HUNTING

Kiedy zarząd (management) chce rozbudować personel (add to the staff) oraz zatrudnić nowych pracowników (hire new employees) lub obsadzić stanowisko (fill the position) ma kilka możliwości znalezienia właściwej osoby (the right person). Możesz nią być i Ty, jeśli akurat szukasz pracy (if you're looking for a job). Jeśli chcesz dostać dobrą pracę (land a good job), musisz się przyłożyć do poszukiwań. Napisz bardzo starannie swój życiorys zawodowy (resume). Powinien być zwięzły, prosty i wyczerpujący (niełatwe zadanie). Koryguj go wielokrotnie. Postaraj się o rekomendację kogoś z firmy (insider recommendation), do której aplikujesz. Jeśli zostałeś zaproszony na rozmowę (job interview) wyślij do menedżera, który z tobą rozmawiał e-mail z podziękowaniem za jego czas bez względu na wynik rozmowy.

1. Zarząd spółki ogłosił rekrutację na stanowiska w nowym oddziale.

2. Postanowili obsadzić stanowiska miejscowymi pracownikami.

3. Zgłosiło się wielu kandydatów. Trudno będzie wybrać właściwą osobę na każde stanowisko.

4. Jeśli szukasz pracy, rekrutacja będzie trwała do piątku.

ĆWICZENIE

odpowiedz na pytania pod tekstem. Przetłumacz listy umiejętności i cech charakteru w punkcie B na język polski.

A

There are some resources the employer can use when he wants to hire a new employee: employment agencies, consulting firms, placement offices and professional societies. He can also advertise in the classified section of newspapers and request prospective candidates to send in their resumes.

If you are looking for a job, you may answer local newspaper ads, go to employment agencies, mail your resume to a number of companies, or place your own ad in a newspaper. However, the best way is to use your personal contacts and ask your teachers, relatives or friends for any job leads.

B

Here are lists of important elements to consider in the areas of general skills (sometimes called transferable skills) and personal qualities that are important for most employers:

TRANSFERABLE SKILLS

- Organizational
- Planning
- Prioritizing
- Multitasking
- Decision-making
- Analytical
- Negotiating
- Crisis management
- Presentation
- Interpersonal

PERSONAL QUALITIES

- Ambitious
- Competitive
- Reliable
- Responsible
- Upbeat/Positive attitude
- Fast learner
- Resourceful

- Hardworking
- Creative
- Flexible

source źródło

employee pracownik

employer pracodawca

employment agency agencja pracy

placement office biuro zatrudnienia (np. przy szkole)

advertise ogłaszać (np. w gazecie)

classified section dział ogłoszeń

request żądać

answer ads odpowiadać na ogłoszenia

place ads umieszczać ogłoszenia

job leads wskazówki dotyczące szukania pracy

general skills (transferable skills) umiejętności ogólne (uniwersalne)

personal qualities cechy osobowości

consulting firm firma doradcza

professional society samorząd zawodowy

prospective potencjalny/przyszły

resume życiorys/CV

1. What do employers do when they need new people for the company?

2. What do you do when you are looking for a job?

3. Which three transferable skills do you think you have?

4. Which personal qualities could you present to your prospective employer?

To-Be-Remembered Box

By far the best way to find a job is to use your personal contacts such as teachers, relatives or friends.

Another good method is to use such resources as local newspapers, employment agencies or contacting potential employers directly by sending them your resume.

ĆWICZENIE

Przeczytaj tekst i zapoznaj się ze słownictwem. Następnie odpowiedz samodzielnie na pytania zawarte w tekście według podanych wskazówek.

An important part of a job search is preparing for an interview. The good news is that many recruiters stick to typical questions which can be found all over the Internet. But don't think they do it because they are lazy. Realize that there are three main reasons why recruiters use such questions. First of all, these standard questions are well designed to help recruiters learn a lot about you – the candidate. They are intended to help the recruiter evaluate whether you have the right attitude and necessary skills for the job. They also probe your capabilities and potential for further growth.

Secondly, such questions allow recruiters to immediately distinguish whether the candidate is well-prepared by showing if they have done any research on the recruiter. So, when asked the question:

Tell me a little about yourself, don't talk about your life history or experiences in general, but about things that are relevant to the position for which you are applying. Remember, your answer to every question in an interview should follow the same strategy – to show the recruiter why you are the right person for the position.

Finally, by asking these standard questions, recruiters evaluate the obvious – how well the candidate answers them. They want smart, mature and specific answers, so they can clearly see that you are the right candidate for the job.

Let's visit some typical, yet sometimes troublesome questions for job candidates and understand how to answer them.



- **Tell Me a Little About Yourself**

Simply start by listing your key accomplishments in previous jobs and the strengths demonstrated

by them. Then describe how these relate to the job for which you're applying, but don't summarize your resume. Give specific examples of past accomplishments to demonstrate why you are the perfect candidate. You can also mention here how you came to be interested in this particular company and job.

- **Why Did You Leave Your Last Job?**

The most important thing to remember here is to stay positive. If you were fired or laid off, just be honest and quick about explaining it. Then explain what you learned from the experience and how it makes you an even stronger employee today. If you quit, you can say that the work wasn't challenging enough, or that you are seeking higher levels of responsibility, or that you are ready to take the next step on your career ladder and that the job you are interviewing for is the ideal one. Never trash your former boss or company. An interview is not the place to vent past frustrations, so don't be negative.

- **What's Your Biggest Weakness?**

Of course, the goal of this question is not to tell the recruiter why you shouldn't be hired. For sure he is interested to hear how you tackle challenges. Simply admit your work-related weakness, but then concentrate on describing what you have done to overcome it. Pick a weakness that is real but understandable or relatively harmless. For example, say "I used to have a tendency to procrastinate. Now, when I have a project, I start by setting a strict schedule and I set personal deadlines. This organization has really helped." Other "safe" weaknesses that are easy to discuss include "I tend to be a perfectionist" or "I sometimes work too hard, leading to unnecessary stress."



• Where Do You See Yourself in Five Years?

The best tactic is to talk about your values and ambitions. Discuss things that are important to you professionally and how you plan to achieve them.

• What Salary Do You Expect?

You can try to gently deflect the question by inquiring about the salary for the position. If the interviewer doesn't answer it and presses you for response, just give a range. The answer to this question should be analyzed prior to the interview. Think about the salary you want, the salary you had in your most recent position, and the industry standard. Take into consideration what you bring to the table.

• Why Should We Hire You?

Be confident if you have proven abilities, the right attitude and the capability of developing them further. Don't be boastful or too modest. Speak confidently and sincerely about your abilities and potential. After all, the company is looking for a candidate who is assertive about their job market value.

job search poszukiwanie pracy
interview rozmowa o pracę
recruiter rekruter/ osoba werbująca
candidate kandydat
capabilities umiejętności
research badanie/ przygotowania

accomplishment osiągnięcie
challenging wymagający
tackle podejmować się
deflect odeprzeć/ uniknąć
boastful samochwalczy

1. Tell Me a Little About Yourself.

2. Why Did You Leave Your Last Job?

[illegible]

3. What's your biggest weakness?

[illegible]

4. Where do you see yourself in five years?

[illegible]

5. What salary do you expect?

[illegible]

6. Why should we hire you?

To-Be-Remembered Box

When looking for a job, prepare for interviews by reviewing and researching typical recruitment questions, which you can find online. This will show your potential employer that you put effort into preparing for the interview, and allow you to present your skills.

ĆWICZENIE

Z poniższej listy wybierz przynajmniej pięć aspektów (prócz zarobków), które warto wziąć pod uwagę przy wyborze pracy. Wyjaśnij, dlaczego akurat te aspekty mają dla Ciebie znaczenie.

While looking for a job, a lot of people want the highest-paying positions. All they care about are high earnings. But there are other factors that make a lot of difference in deciding whether or not a particular job suits your needs.

flexible working hours ruchomy czas pracy
day-care service przedszkole przyzakładowe
distance from work odległość od miejsca pracy
vacation time okres wakacji
job security zabezpieczenie stabilności pracy
paid holidays płatne dni świąteczne
free parking darmowy parking
challenging work praca stawiająca wyzwanie
zawodowe

possibilities for advancement możliwości awansu
no stress brak napięcia psychicznego
on-the-job training przyuczenie do zawodu

group insurance grupowe ubezpieczenie
pracownicze
company car samochód służbowy
overtime work praca w nadgodzinach
non-smoking policy zakaz palenia w miejscu pracy
travel opportunities możliwość podróżowania

ĆWICZENIE

Dopasuj angielskie słowa do polskich ekwiwalentów. Przeczytaj tekst, a następnie wysłuchaj wykładu.

position _____? _____ zdolność
commence _____? _____ wyniki
dedication _____? _____ pracowitość
diligence _____? _____ oddanie
performance _____? _____ zacząć
evaluate _____? _____ potencjalny
capability _____? _____ posada
prospective _____? _____ oceniać
delineate _____? _____ nakreślić, opisać, naszkicować

JOB HUNTING

Having a good job is a very fulfilling experience. How to find a satisfying position? Here are some important preliminary aspects you should consider before commencing a job search.



First of all, you should realize that getting a good job is rarely a matter of luck. It requires a solid effort and dedication. Leaving it to chance might lead to a sore disappointment. It is crucial that you carefully plan your steps and then execute them with diligence. Just realize that getting a good job can be hard work. Your attitude should be that of an achiever. Happy-go-lucky is not a way to go.

First, delineate your goal and then formulate a plan to reach it. Start by analyzing your needs and assets. Spend some time thinking about what you want in your job and what you don't. If you understand what kind of work satisfies you, you will have a better chance of long-term success. An unsatisfying job makes you lose your motivation. That can affect your on-the-job performance and make this a disappointing experience for you and your employer.

Evaluate the following aspects:

- What responsibilities align with your interests and experience?
- What is your ideal work environment?
- What schedule matches your lifestyle?

These are important things to consider before applying for a job. They might help you pinpoint the positions you would be happiest in and weed out those not even worth trying for. Another important step is recognizing your capabilities and limitations. This involves listing your strengths and weaknesses in job-specific skills and personal qualities. It will prepare you for typical questions asked during most interviews. How you present yourself to a prospective employer is essential to getting a job.