



Unit 3, Part 2

Recruitment, selection, training and appraisal



1. Recruitment and Selection



Recruitment and Selection

- 1. Are the terms recruitment and selection synonyms? Explain.**
- 2. Explain the steps in recruitment and selection process. Use the words below if needed:**

candidate

vacancy

interview

aptitude testing

contract of employment

probationary period

headhunter

application form

reference check

background screening



1. Open your handout on page 25: ***Recruitment and selection***
2. Read paragraphs A and B
3. Do exercise 22.1. on page 26

Key to ex. 22.1, page 26

• Missing words:

- forms, sifted, assessment, competency
- description, competencies
- advertisement
- induction
- applicants, shortlisted, panel
- HR
- conditional, referees, contract, employment, notice

Steps in the recruitment procedure:

1. Resources requirement
2. Person requirements
3. Job advertisement
4. Screening the applicants
5. Invitation to interview
6. Appointment
7. Induction program



1. Open your handout on page 25: ***Recruitment and selection***
2. Read paragraph C
3. Do exercises 22.2 and 22.3 on page 26



Key to ex. 22.2 and 22.3, page 26

22.2.

Equality, equal treatment, equal access, equal opportunities

22.3.

~~current legislation~~ > equal access

~~Workforce~~ > diversity

~~Diversity~~ > workforce

~~Equal treatment~~ > discrimination

~~Equal access~~ > current legislation

~~Employment~~ > employment

~~Discrimination~~ > equality / equal treatment

~~Current legislation~~ > temporary



2. Performance appraisal

Performance appraisal

To **appraise** (v.)= assess, evaluate, judge, estimate

Appraisal

Appraisee

Appraiser

Why and how do companies perform staff performance appraisals?





Download / open / print the handout

1. **GO TO** (MS Teams > ENG 2 2020/21 > Nastavni materijali_letnji semestar > Files
2. **DOWNLOAD** the handout titled
Unit 3, part 2 – HANDOUT

Open the handout...

Page 3.

Performance appraisal

by

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Pre-reading (key)

1. d;

2. a;

3. e



Key to exercise B (Comprehension)

1. F.

'They frequently require the line manager to make a recommendation about pay'.
However, 'some organizations separate discussion of individual performance and career development, as it can be difficult to discuss both at the same time.'

2. F.

'They also very often include some form of planning for employee development, including training, coaching and giving the employee specific tasks for the coming year.'

3. T.

'A lot can go wrong with them', 'each [element] carries risks', etc.

4. F.

'particularly in big organizations' (but not exclusively in them).

5. T.

'executives have long been able to see a valid and important role for formal performance appraisal', 'From the employee's perspective, there is also potentially something to gain'



Key to exercise C (Vocabulary 1)

1. evaluating;
2. to affect;
3. to separate;
4. to undermine;
5. to vary;
6. carries;
7. vast;
8. perspective;
9. to occur;
10. assertive



Key to exercise D (Vocabulary 2)

(suggested answers):

1. d;

2. b;

3. a;

4. f;

5. c;

6. e





1. Training and Development



Open your handout again

- Read Part B on p. 27 and do the exercise 24.2 on p. 28

Key to 24.2

coaching, mentoring, buddy systems, induction training, shadowing, ongoing training

Key to Ex. 24.1.

Advantages: 1st, 2nd, 3rd, and 5th statement

Disadvantages: 4th statement



Key to Ex. 24.3, p. 28

Evaluation > performance appraisal

Way that does..> non-threatening environment

Being in control..>employee empowerment

Structure without...>flattened hierarchy

All-round..>360-degree appraisal

Evaluation > appraisal

Evaluators> appraisers

evaluation of..> self-assessment

Colleagues > peers

Immediate boss > line manager

Computer program > online appraisal systems

Independent person > facilitator

Anonymous and..> confidential

Evaluations of each..> team appraisals

Teams where..> virtual teams

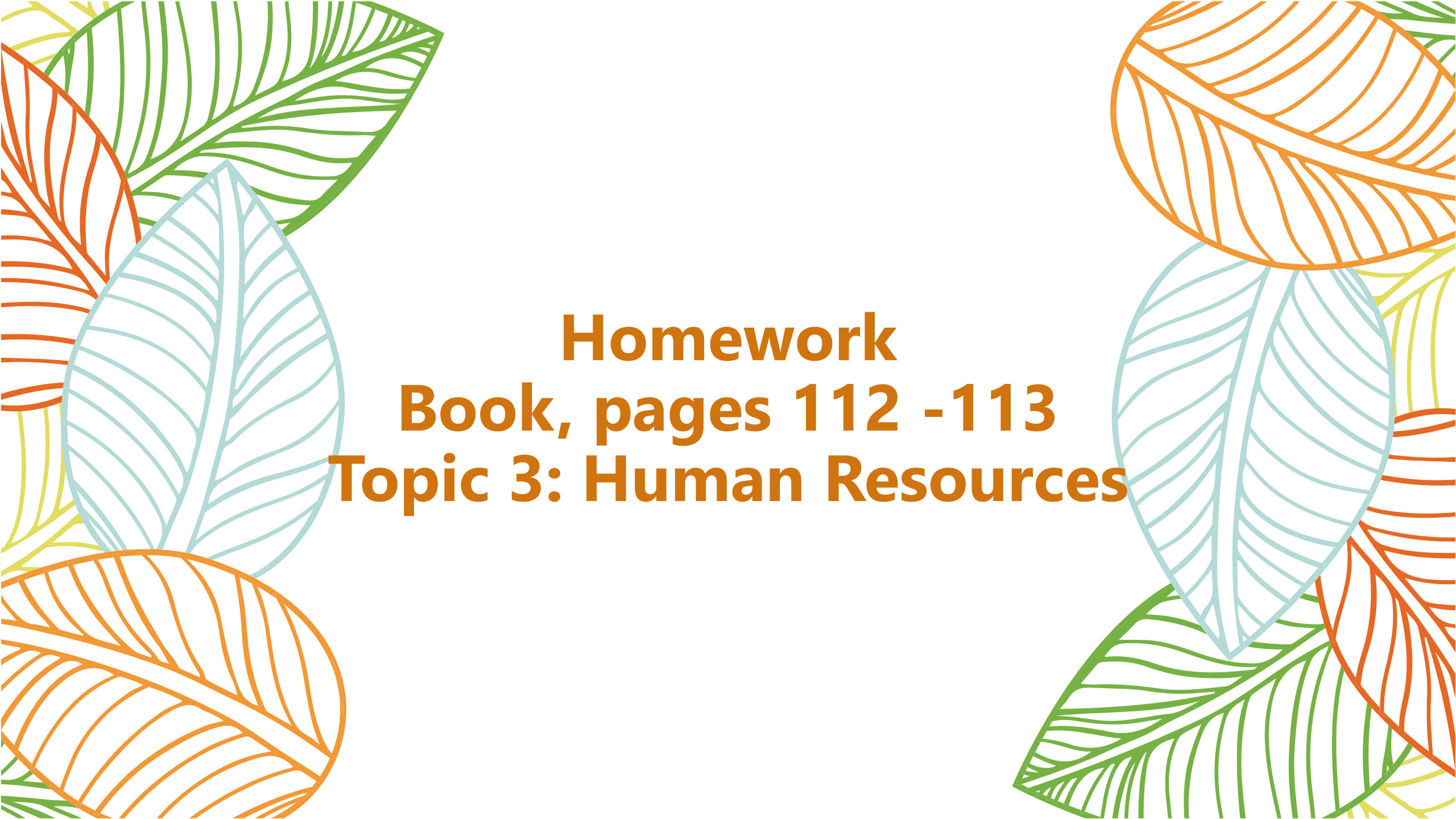
Appraisal from below> upward feedback



**Go through page 29
from your handout.**

Choose the best word from page 29 to fill in these blanks.

1. Employees who find a job through temp agency are called temporary workers.
2. When the company fires its employees, they receive a redundancy payment.
3. Maternity and paternity leave are types of parental leave.
4. Are unemployment rates in your country really that high? I cannot believe so many people are out of work!
5. Tom works only for four hours a day. He is a part-time worker.
6. Helen works on / under temporary contract even though she works full-time.
7. Unemployment benefits are given to people without jobs.
8. Trade / labor union protects employees' rights.
9. Synonyms for **letting people go** are: fire, sack, dismiss, give notice, lay off etc.



Homework
Book, pages 112 -113
Topic 3: Human Resources

Key to homework

Ex. 1

1. In
2. On
3. Out
4. On
5. In
6. For
7. About
8. To
9. Through
10. Through
11. Of
12. From

Ex. 2

1. A
2. C
3. D
4. B
5. B
6. C
7. D
8. A
9. D
10. B

EX.3

1. Appraisal
2. Unmotivating
3. Loyalty
4. Retention
5. Equality



**Key to homework 2 –
topic 2 – pp. 111-112**

Ex. 1

1 – facilitator

2- inconsiderate

3 – irrationally

4 – disturbance

5 – organizer

Ex. 2

1 – numerate

2 – motivated

3 – methodical, proactive, motivated

4 – talented

5 – computer – literate

6 – methodical, team-player

