

## Day 24

### ☉ Vocab Review

**Answer Key:** 1. fair 2. Recruiters 3. prospective/ résumé 4. provide/ convenient/ perform

### ☉ WORDS IN CONTEXT

**Answer Key:**

(**Recruitment**) is the business of recruiting or hiring people to work for a company. Usually this is managed by the (**Human Resources**) or (**Personnel**) department.

A **job (application)** is probably the most important part of the job search and recruitment process. Most job (**applicants**) will be (**rejected**), most of the time for such reasons as small or careless mistakes on a job application form, résumé or (**covering letter**).

A (**job interview**) is a meeting organized by a recruiter to evaluate a potential employee for prospective employment at a company. It is preceded by the (**evaluation**) of résumés (**submitted**) by (**candidates**) who have applied for a particular job. A job interview will typically (**involves**) a candidate meeting with recruiters from a company.

When a company interviews a candidate for a job, they are not allowed to (**discriminate**) against him or her on the grounds of race, sex, age or disability. In other words every candidate should have (**equal opportunities**), or the same chance to get the job. The primary purpose of the job interview is to (**assess**) the candidate's suitability for the job.

### ☉ Use the terms in the box to complete the sentences below.

**Answer Key:**

1. reference 2. referee 3. covering letter 4. probationary period

### ☉ Match each definition (A – G) with today's vocabulary word (1 – 7)

**Answer Key:**

A-6; B-5; C-3; D-7; E-4; F-1; G-2