

Rekrutering

Hieronder een stapsgewijze manier met een beschrijving van hoe het proces van solliciteren gebeurt:

Rekrutering

Finding a people for a particular jobs is a process which is called **recruitment** or **hiring**. Someone who has been recruited is a **recruit** or a **hire**. The company **employs** or **hires** them, afterwhich they will join the company. A company can recruit employees directly or use **recruitment agencies** or **employment agencies**. Specialist **recruiters** are called headhunters. They **headhunt** people for specific jobs to persuade them to leave the organizations they already work for.

Solliciteren

Somebody who is tired of their job or are looking for a new job or **position**, will go online to look for **applications**. They can then **apply for** a job by sending their CV with an email explaining why they wanted the job and why he is the right person for it. Other companies have an **application form** that can be filled in with the information the company needs.

Selectieprocedure

Our company is in construction. When we receive applications we look at the **backgrounds** of the **applicant**. Especially their **experience** of different jobs and their **qualifications**.

The next step is inviting the most interesting candidates for a test or exam. After confirming their basic qualifications, we have an individual **interview** with each candidate. Our company also does phycological tests to asses their personality to see if they can work well in our team.

After this, we **shortlist** 5 candidates. We sometimes check their **references** by calling their **referees**. If the reference is ok, we will ask for yet another interview and offer 1 person the job. If they **accept** it, we hire them, and if not, we will look until we find the right person for the job.

Zelfstudie – oefening

Hoe ben jij aan je job gekomen? Hoe heb je gesolliciteerd? Hoeveel interviews had je? Heb je ook enkele testfases moeten afleggen? Schrijf een tekst in het Engels en laat dit weten in de comments!