

Terms and phrases

- If you '**headhunt**' someone for a job, you approach them because you think they are well-qualified for the job and offer them the job.
- We need to look at the people doing similar jobs in other companies and headhunt the best one.
- He was headhunted at great expense but the job didn't work out and he left.

Terms and phrases

- If you '**take up**' a job, you start it.
- I'm leaving here at the end of the week and I take up a new job with OUP next month.
- It's quite difficult taking up a new job and having to learn all the ropes again.

Terms and phrases

- If you '**hand in (or give in) your notice**', you tell your employer that you are going to leave the company.
- She handed in her notice this morning and is leaving at the end of the month.
- He gave in his notice and they told him he could leave straight away.

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- If an employer '**sacks**' someone, they fire them.
- They sacked me without notice after ten years with the company.
- I hear they intend to sack him because of his bullying.

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- A '**casual**' job is one which is not regular or fixed.
- We offer a lot of casual jobs during the Christmas rush.
- The unions want us to have fewer casual jobs and more permanent employees.

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- A '**menial**' job is one with a low social value.
- I can only find menial jobs such as cleaning.
- He thinks that making the coffee is a menial job and he won't do it.

Terms and phrases

- A '**competitive salary**' is a good one for that particular job.
- We are offering a very competitive salary so we should get good applicants.
- We are not recruiting the best people because our salaries are not very competitive.

Terms and phrases

- If your '**career has blossomed**', it has done very well.
- She started out as an office junior but since then her career has blossomed.
- Since I improved the level of my English, my career has blossomed.

Terms and phrases

- If you have had a '**colorful career**', it has been interesting and exciting.
- His colorful career has taken him to many exciting locations.
- As an accountant, you won't have a very colorful career.

Terms and phrases

- A '**distinguished career**', is one which is respected for its extremely high standard.
- He had a distinguished career in the Ministry of Finance before moving to the private sector.
- You haven't had a very distinguished career so far, have you?

Terms and phrases

- Your '**employment history**' includes the list the previous positions you have held with the name of the company, job title and dates of employment.
- I have already held similar positions as you can see from my employment history.
- There are gaps in her employment history. I would like to know what she was doing during these periods.

Terms and phrases

- The job offer will also specify a '**probation period**' at the end of which a new recruit can be dismissed if they are not suitable for the position.
- They let him go at the end of the probation period.
- She is still on her probation period. We have another two weeks to make a final decision.

Terms and phrases

- **'to lay off'** = to make redundant, to stop employing someone
- When we closed the warehouse, we laid off more than fifty people.
- Technological advances mean that we have had to lay off more and more unskilled workers.

Terms and phrases

- **'to streamline'** = to improve the effectiveness of parts of an organization, often by simplifying procedures.
- We are streamlining the procedure to cut the time it takes to deliver to the customer.
- Streamlining administration and giving more responsibility to individuals will reduce costs considerably.

Terms and phrases

- **'to relocate'** = to move to a new place
- Production is being relocated to Bulgaria next year creating lots of redundancies here.
- My company paid all the costs when I was relocated to my previous job in Scotland.

Terms and phrases

- **'to downsize'** = to make a company or organization smaller by reducing the number of people working for it.
- The organization has a plan to downsize in order to reduce costs.
- Many organizations downsized during the 1980s when new technologies were introduced.

Terms and phrases

- **' to turn down'** = to refuse, not accept
- We offered a two per cent increase but it was turned down.
- We offered him a much higher salary but he turned it down and didn't join our team.