

## 3

## Hiring New Employees



To: All Managers  
From: Beverly Jacobs  
Re: Branch opening

Dear Managers:

As we continue to **expand** the company, we need to **hire** new employees. As you know, we are **opening** a new **branch** at the local mall. We expect this new location to be busy, especially on the weekends. Because of this, we will need to **search** for employees that can accommodate those hours.

In order to **recruit** people, we must decide on the best course of action. One option is to search **from within** the company. This would be particularly beneficial in filling new management positions.

We currently employ many students in our **workforce** that could work weekends. I propose that we look **in-house** first to fill those shifts.

Another option is to **post job listings** on our website. This has many advantages over the option of **advertising** in the local newspaper. For one thing, we could provide more information. Plus it would be less expensive.

We could also consider using a **staffing agency** or **headhunter**. These options might be a last resort since they are expensive.

As always, if any of you have a **referral**, please bring them to my attention.

I would like your opinions on the best options for filling the new positions.

Sincerely,  
Beverly Jacobs  
President, Metro Financial Bank

## Get ready!

1 Before you read the passage, talk about these questions.

- 1 What is involved in hiring new employees?
- 2 What are some options for finding employees?

## Reading

2 Read the email. Then, choose the correct answers.

- 1 What is the main purpose of the email?
  - A to announce the opening of a new branch
  - B to list promotions for the new branch
  - C to get feedback on hiring options
  - D to explain what roles new employees will fill
- 2 Which of the following is NOT listed as an option?
  - A getting referrals from current employees
  - B visiting a job fair
  - C advertising in the newspaper
  - D using a staffing agency
- 3 What is true of the bank president?
  - A She prefers using a staffing agency.
  - B She wants to use the website as a last resort.
  - C She wants to hire from within.
  - D She doesn't trust using referrals.

## Vocabulary

3 Match the words or phrases (1-9) with the definitions (A-I).

- |                 |               |
|-----------------|---------------|
| 1 — branch      | 6 — workforce |
| 2 — job listing | 7 — in-house  |
| 3 — referral    | 8 — expand    |
| 4 — advertise   | 9 — recruit   |
| 5 — hire        |               |

- A a person recommended by another
- B within a company
- C the people employed at a company
- D an announcement of job openings
- E to put a job opening in the media
- F to increase in amount, size, or scope
- G a division of a company
- H to enlist new people
- I to use services for payment