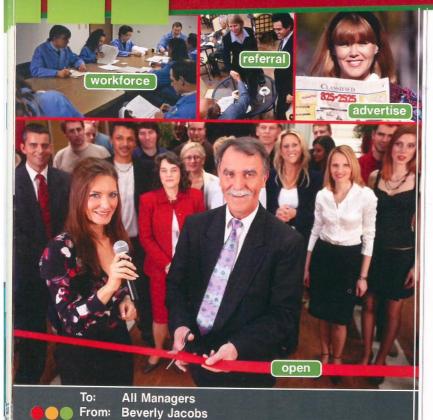
3 Hiring New Employees



Dear Managers:

Branch opening

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 inhouse 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!

- 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

- 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