BEC Word List

Vocabulary List

Vocabulary and example	Write it

recruit v. /rɪ'kruːt/

to find new people and get them to join a company

Family: recruitment (n.) · recruit (n.) **Use it with:** recruit staff · recruitment agency

We plan to **recruit** ten engineers this year.

vacancy n. /'veɪkənsi/

a job that is free for someone to do

Family: vacancies (pl.) · vacant (adj.) **Use it with:** fill a vacancy · advertise a vacancy

There is a **vacancy** in the accounts department.

applicant n. /'æplɪkənt/

a person who formally asks for a job

Family: apply (v.) · application (n.) **Use it with:** successful applicant · job applicant

We received 80 **applicants** for the position.

80

candidate n. /'kændɪdeɪt/

a person who is being considered for a job

Use it with: ideal candidate · shortlist candidates

Three **candidates** were invited for a second interview.

application form phrase /ˌæplɪ'keɪʃn fɔːm/

a document with questions that you fill in to ask for a job

Use it with: fill in an application form

Please complete the **application form** online.

CV n. /ˌsiː 'viː/

a document listing your education, skills and work experience

Family: curriculum vitae · résumé (AmE) **Use it with:** update your CV

Send your **CV** and a covering letter to the HR manager.

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covering letter phrase /ˈkʌvərɪŋ ˈletə/

a short letter you send with a CV to explain why you want the job

Family: cover letter (AmE)

Her **covering letter** explained her interest in marketing.

shortlist n./v. /ˈʃɔːtlɪst/

a final list of the best candidates, chosen from all who applied

Use it with: draw up a shortlist · be shortlisted

Five people are on the **shortlist**.

interview n./v. /ˈɪntəvjuː/

a formal meeting in which a company asks a candidate questions

Family: interviewer (n.) · interviewee (n.) **Use it with:** job interview · attend an interview

The **interview** lasted about forty minutes.

reference n. /ˈrefrəns/

a letter from a former employer or teacher about your character and work

Family: referee (n.) **Use it with:** give a reference · take up references

Her old manager wrote her an excellent **reference**.

qualification n. /ˌkwɒlɪfɪˈkeɪʃn/

an exam you have passed or a course you have finished

Family: qualify (v.) · qualified (adj.) **Use it with:** professional qualification

A finance **qualification** is essential for this job.

experience n. /ekˈspɪərɪəns/

knowledge and skill you get from doing a job

Family: experienced (adj.) **Use it with:** work experience · relevant experience **Tip:** Uncountable in this meaning: no experiences.

You need three years' **experience** in sales.

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Vocabulary and example	Write it

skill n. /skɪl/

an ability to do something well because you have practised it

Family: skilled (adj.) **Use it with:** language skills · develop skills

Good communication **skills** are important in sales.

appoint v. /əˈpɔɪnt/

to choose someone officially for a job

Family: appointment (n.) **Use it with:** appoint someone as · newly appointed

The board **appointed** a new finance director.

hire v. /ˈhaɪə/

to employ someone, or to pay to use something for a short time

Family: hire (n.) **Use it with:** hire staff · hire a car

We **hired** two temporary workers for the summer.

salary n. /ˈsæləri/

a fixed amount of money paid for a job, usually every month

Family: salaried (adj.) **Use it with:** starting salary · salary increase **Tip:** Salary is monthly or yearly; wages are often paid weekly or by the hour.

The **salary** for this position is 15,000 yuan a month.

15,000

wage n. /weɪdʒ/

money paid for work, usually by the hour or the week

Use it with: hourly wage · minimum wage

The minimum **wage** rose this year.

benefits n. /ˈbenɪfɪts/

extra things a company gives employees as well as pay

Family: perks (n. informal) **Use it with:** benefits package · staff benefits

Benefits include health insurance and a pension.

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Vocabulary and example	Write it

pension n. /'penʃn/

money paid regularly to someone after they stop working

Use it with: pension scheme · retire on a pension

The company pays 5% of your salary into a **pension**.
5%

contract n. /'kɒntrækt/

a written legal agreement, for example about a job

Family: contractual (adj.) **Use it with:** permanent contract · sign a contract

She signed a two-year **contract**.

probation n. /prəʊ'beɪʃn/

a first period in a job when an employer checks that you are suitable

Family: probationary (adj.) **Use it with:** probation period

New staff are on **probation** for three months.

resign v. /rɪ'zaɪn/

to tell your employer formally that you are leaving your job

Family: resignation (n.) **Use it with:** resign from · hand in your resignation

He **resigned** to start his own business.

dismiss v. /dɪ'smɪs/

to officially remove someone from their job

Family: dismissal (n.) **Use it with:** unfair dismissal **Tip:** Informal: fire, sack.

Staff can be **dismissed** for serious misconduct.

redundant adj. /rɪ'dʌndənt/

having lost your job because the employer no longer needs it

Family: redundancy (n.) **Use it with:** make someone redundant · redundancy pay

Forty workers were made **redundant** when the factory closed.

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Vocabulary and example	Write it

induction n. /ɪnˈdʌkʃn/

a short course that introduces new staff to a company

Use it with: induction programme

New employees attend a two-day **induction**.

appraisal n. /əˈpreɪzl/

a meeting in which a manager discusses an employee's work and progress

Family: appraise (v.) **Use it with:** performance appraisal

My annual **appraisal** is next week.

staff turnover phrase /stæfˈtɜːnəʊvə/

the rate at which employees leave a company and are replaced

Use it with: high/low turnover **Tip:** Turnover alone often means total sales; check the context.

High **staff turnover** increases training costs.

headhunter n. /ˈhedhʌntə/

a person who finds senior staff for companies, often from other companies

Family: headhunt (v.)

A **headhunter** called her about a director's job.

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