

2 Structure and recruitment – Part 2

Name: _____ Class: _____ Date: _____

Vocabulary

Write each word three times.

English

Write it 3 times (English)

organisation chart

responsibility

authority

Recruitment

Recall

A business organises its people into a structure, and must hire the right ones.

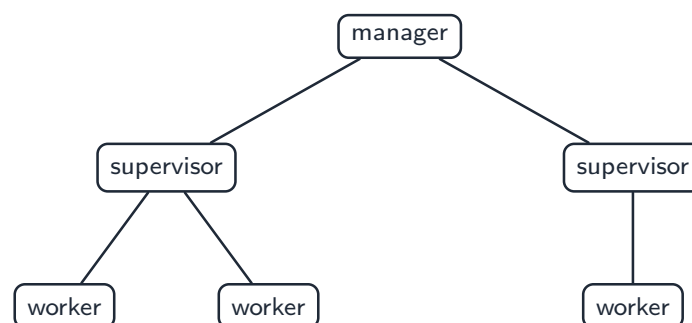
New ideas

Read these first, then do the Practice.

■ 1 Organisation chart

An **organisation chart**

shows who reports to whom:



Higher up means more **responsibility** and **authority** .

■ 2 Recruitment

Recruitment is finding and hiring new workers:



Watch out: on an **organisation chart**, higher up means more **responsibility** and **authority**. **Recruitment** runs in order: advertise → applications → shortlist → interview → appoint.

Practice

Try these in order.

2.6 What does an organisation chart show? [1]

2.7 Who has more authority – a manager or a worker? [1]

2.8 What is *recruitment*? [1]

2.9 What is usually the first step in recruiting? [1]

2.10 Why might a business interview applicants? [1]

2.11 Challenge. Put these recruitment steps in the right order: interview, job advert, shortlist, appoint, applications. [3]