

Chapter 1

Getting A Job

Outline

1. Job advertisements
 - 1.1 Open company ads
 - 1.2 Short ads
 - 1.3 Blind ads
2. Reading: Salary Negotiation

Main Ideas

1. A job advertisement explains what the job is with certain requirements or prerequisites. It also indicates the most important points of the job.
 - 1.1 Open company ads give full details about the company.
 - 1.2 Short ads provide details about the position sought and the location of business.
 - 1.3 Blind ads do not state the location of business.
2. Reading and understanding a passage on "Salary Negotiation" will enhance your chances of getting the best deal in your own job interview.

Objectives

Students will be able to

1. distinguish job requirements and select the job opening suitable for themselves, and
2. negotiate better deals for their own employment.

The business world is moving very fast. Those who are able to present themselves impressively to the employer-to-be will certainly get an opportunity to be recruited. Language skills are as important as other specialized skills such as computer and other profession-oriented expertise. It is therefore necessary to be able to distinguish the type of job offered, certain requirements needed and to write a job application with an impressive resume. Lastly, the ability to comprehend reading materials which one might encounter in the office will enhance one's chance of being promoted as well.

1. Job advertisements

It is not difficult to find job advertisements both in Thai and English. They are placed in the classified ads section in such newspapers as the Naiton, the Bangkok Post, Thai Rat, Matichon etc. They are also posted on the bulletin board of offices, university dormitories, and on the internet. Some ads may be brief; some may be long and detailed. Some (blind ads) provide only a post office box number for contact, while others (open company ads) might specify the location of the business. Whether the ad is brief or long doesn't actually matter as long as you understand what has been offered in that position. The information present in the ad may be as follows.

1. The company's summary
2. Position (s) and qualifications
3. Responsibilities of each position
4. Instructions of how to apply for that position
5. Address or P.O. Box of the company

1.1 Open company ads

The following are examples of open company ads in full detail.

A.

Goodwill Inc. 

A subsidiary company of Goodwill Inc., USA, a worldwide integrated chemical and pharmaceutical company is growing.

We offer attractive opportunities for the following positions:

SALES MANAGER, DEALER

Responsibility

Reporting directly to the Business Group Manager, the candidate is responsible for developing business volume of 80-100 million baht turnover covering all sections of Goodwill's animal health market in England. Specific duties include acquiring new dealer customers while maintaining the existing ones, providing dealers with the best service, obtaining competitors' movements and insights and feeding such information back to respective animal health segments for use in planning business strategies, supervising one sales representative.

Qualifications

- Age not over 40
- University graduate in Animal Husbandry or Business Management
- Minimum 3 years of experience in animal health or agricultural market
- Computer literate in Word and Excel
- Good command of spoken and written English
- Mature, independent, mobile, energetic

PERSONNEL OFFICER

Responsibility

Reporting directly to the Personnel Manager, the candidate is responsible for operating and reporting activities related to payroll, income tax, and social security for approximately 1,200 employees. Specific duties include handling accurate and timely monthly payroll, calculating income tax and social security tax, submitting required reports to concerned governmental offices, updating and preparing compensation data, for the manager, for use in salary survey. The candidate is also expected to assist in evaluation process and career track record.

Qualifications

- Age not over 30
- University graduate in Business Administration
- Minimum 3 years of experience in salary administration
- Good and up-to-date knowledge of income tax and social security matters
- Advanced computer knowledge
- Excellent command of spoken and written English
- Thorough, meticulous and energetic

Salary and fringe benefits are up to international standard. Please send your application together with a detailed resume and a recent photo no later than 7 February 2 . . . to:

Human Resources Division

Goodwill, Inc.

721/42 Ramkhamhaeng Road, Bangkapi, Bangkok 10240

Tel: 02-314-1446, 02-314-7280

B.

Global International Network

IMMEDIATE VACANCY

Contracts Consultant

Global International Network (GIN) is an international membership organization of over 1,300 legislators from 170 countries around the world. Established in 1975 by a group of concerned law makers, GIN unites government representatives to take action on global problems that cannot be solved by any one government. GIN's work operates under three programmes: Peace and Democracy; International Law and Human Rights; Sustainable Development and Population.

Position Summary: The Contracts Consultant, based in Brussels will report directly to the Director of Finance and Administration. Responsibilities include:

- Researching the European Commission's (EC) call for proposals and determining which calls GIN may be eligible for.
- Working with the Development Officer, based in New York, and relevant Programme Officers in preparing proposals to be submitted to the EC.
- Liaising with the EC in fundraising and grant reporting process.

Qualifications: Candidate must have previous experience working in different divisions of the European Commission. A Bachelor's degree is required (advanced degree preferred). Candidate must have excellent organizational and English language communication skills.

Compensation: Commensurate with experience.

Application: Please submit a curriculum vitae, cover letter and three references via

email to: Ms. Tania Borisic, Development Office, at Tania.b@gin.org.

Global International network, 178 East 43rd Street, Suite 7142, New York, NY
10017

C.

Exciting Times . . .

Share in our success

We are one of the UK's fastest growing privately owned companies. Due to our continued success, rapid growth and now a further acquisition of two new companies, we have many vacancies for Sales Personnel (**experience not essential**) to represent us in Local Government offices and for Premier Sporting Events.

You can look forward to a fabulous career and excellent working conditions.

Remuneration is down to age, enthusiasm and ability.

To apply, please send your full CV IMMEDIATELY to:

Personnel Department,

Laura Publishing House,

Margie House,

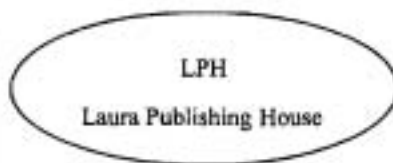
Lockwood Avenue,

Poulton-le-fylde,

Lancashire FY6 7AB

Telephone: 0870 161 1633

Email: sales@laurapublishing.co.uk



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D.

APS NEWS

APS Brussels is looking for a Finance Assistant

Function:

- Assisting the Finance Manager and providing full administrative support
- Follow-up and processing all invoices

Profile:

- Fluent written and spoken English and French is essential. (Dutch/German or Italian is an asset.)
- Minimum bachelor's degree qualification
- Basic knowledge in accounting
- Knowledge Excel/Word (SAP knowledge is a plus)
- Methodical, organized and able to operate effectively in a company environment
- Willingness to travel from time to time

Please send your application and CV (in English) by December 10, 2005,
to Natasha Gibbs, Finance Department, IPC,
70 Boulevard Charlemagne – box 30, 1041 Brussels
E-mail: Brusselsfinanceassistant@aps.co.uk

Activity 1A Fill the blank with appropriate vocabulary from the list.

subsidiary integrated candidate turnover insights
worldwide attractive maintain acquire submit

1. The company is responsible for the _____ distribution (covering four continents) of this product.
2. He was the last _____ to be interviewed for the job.
3. The company posted an annual _____ of over \$ 40 million.
4. Please _____ your application via the Internet.

5. The answers the interviewer received provided them with _____ into the abilities of the interviewees.
6. Sony managed to _____ a number of studios in Hollywood.
7. Try to _____ your iPod in good condition.
8. The company is a _____ of Microsoft.
9. She found the salary and benefits offered by the company quite _____, better than the last place she applied to.
10. Sales and marketing functions were _____ into one department.

Activity 1B Match the word or phrase in Column A with its meaning in

Column B

Column A	Column B
_____ 1. meticulous	A. a summary of one's personal history and professional qualifications; resume
_____ 2. fringe benefits	B. to equal to; to be on the same level as
_____ 3. to establish	C. extremely good or impressive; amazing
_____ 4. sustainable	D. pay
_____ 5. to commensurate	E. something that you have bought or obtained
_____ 6. acquisition	F. set up; found; start
_____ 7. fabulous	G. marked by extreme care in treatment of details
_____ 8. remuneration	H. able to keep something going
_____ 9. CV	I. to present
_____ 10. to submit	J. extra benefits (apart from salary) that one receives from an employer

1.2 Short ads

The examples of short ads are as follows:

A.

Paul Mason Ltd.
Manufacturer & Exporter Company
Seeks an Executive Secretary

An applicant must be

- experienced in garment industry
- able to travel overseas
- fluent in spoken and written English

Interested persons, send a resume and a current photo to:

Senior Executive Vice President
826/74 Pattanakan Road, On-nut, Bangkok
Tel. 02-384-1786, 02-384-1790

B.

John & James Jewelry International
An ISO 9002 and a BOI promoted Taiwanese
exporter is looking for persons with high caliber to fill the following positions:

- * Overseas sales assistant manager
- * Accountant
- * Purchasing officer

Qualifications

- Good command of both Mandarin and English
- Bachelor's degree or higher
- Minimum of 3-year experience in jewelry business

Send a resume and a recent photo to

422/19 Ladprao 18, Ladprao Road, Bangkok, Bangkok 10230
Tel. 02-514-1455, 02-517-1432

C.

Manee Instant Produce Co.,Ltd.

Manufacturer and exporter of general Thai food

Requires an export staff

- Age 30-35, male or female
- Bachelor/Master's Degree
- Fluent in both spoken and written English
- Chinese speaking is a plus

Send a resume to the General Manager

37 Kaerai, Kratumbaen, Samutsakon 74110

Tel: (034) 777-8677, (034) 732-7286

D.

NYZ Garment Corp.

has an opening for

- a detail-oriented individual
- minimum 2 years of experience
- motivated and willing to relocate
- Male or female age 35-40

Responsibility

- handle work analysis
- write job descriptions
- conduct surveys
- assist in personnel screening

Send a resume to the NYZ Garment Corp.

813 Victor Street, Scotch Plains, NJ 07091

Activity 1C Write the correct word from the letters provided.

1. e o x r e t p r _____

2. a a i p n p t c l _____

3. s r o a v e s e _____

4. e c l b a r i _____

5. e t l f n u _____

6. l e t e c r a o _____

7. n r p o n l e s e _____

8. g r a e r a n _____

9. i t w n v r e e i _____

10. s o s n i c o i m m _____

1.3 Blind ads

The following are examples of blind ads.

A.

**Educational organization
needs**

- organized, outgoing person with strong word processing and interpersonal skills to coordinate production and planning of public presentations and management seminars
- desktop

Interested persons, send resume to this newspaper,

P.O. Box 7041

B.

WORK IN USA!

SALES PERSONS

3 POSITIONS

ACCOUNTING STAFF

2 POSITIONS

The successful applicants should satisfy the following requirements:

- Possess a valid green card
- Able to speak Chinese (Mandarin) and English
- Willing to work hard (6 days/wk)
- Previous experience preferred

We help to arrange for air ticket/accommodation (if needed).

An attractive min. US standard salary will be offered.

Interview to conduct in Bangkok soon.

Pls send resume, photo and expected salary to:

Classified No.3742, P.O. Box 78, Bangkok 10250

C.

INTERNATIONAL NEWS AGENCY

SEEKS PHOTOGRAPHER

- must be Thai national
- at least two years' experience
- good command of English

Please send CV to:

Classified No. 1247, P.O. Box 241, Bangkok 10310

D.

SALESPERSON NEEDED

To work with the world's fastest growing kitchen company

- Hard sellers please do not apply
- Experience not essential, as full training will be given
- Applicants must have car and be willing to travel

£ 20,000 P.A.

+ Commission, Bonuses and All expenses

for details write to

P.O. Box 321, London SW7 3DB

Activity 1 D

Give the meaning of the following vocabulary in English.

subsidiary	n.	_____
integrated	adj.	_____
attractive	adj.	_____
candidate	n.	_____
turnover	n.	_____
to acquire	v.	_____
to maintain	v.	_____
to obtain	v.	_____
insights	n.	_____
respective	adj.	_____
strategies	n.	_____
mature	adj.	_____
mobile	adj.	_____
payroll	n.	_____
to submit	v.	_____
compensation	n.	_____

meticulous	adj.	_____
legislator	n.	_____
to establish	v.	_____
to determine	v.	_____
eligible	adj.	_____
proposal	n.	_____
to liaise	v.	_____
fundraising	n.	_____
curriculum vitae	n.	_____
fabulous	adj.	_____
enthusiasm	n.	_____
remuneration	n.	_____
willingness	n.	_____
caliber	n.	_____
motivated	adj.	_____
to handle	v.	_____
outgoing	adj.	_____
to coordinate	v.	_____

Activity 1E

Fill the blank in the following ads with the vocabulary from each list.

- A. companies opportunities individuals from market
suit available challenging skills throughout

Flexible jobs to 1. _____ your lifestyle!
Tactical Sales and Retail Merchandising 2. _____ - excellent daily/hourly rates
+ mileage.
If you're in the 3. _____ for temporary, part-time or casual work, you'll know
how difficult it can be to find something genuinely interesting and 4. _____.
Ellert Field Marketing are one of the UK's leading face-to-face marketing 5. _____,
and we are looking for talented 6. _____ to join us in a variety of field-based
roles 7. _____ the UK.
All you need are excellent communication 8. _____, a full driving licence and
your own car. So if you are looking for flexible work on a regular basis, or as and when
you are 9. _____, we'd like to hear 10. _____ you.
To find out more, call Nicole Askins or Joshua Kim on 020-7578-7246.

- B. department vacancies required knowledge handle
initiative expansion secretarial personnel experience

**Mortgage
Alliance**

Do you want to make your mark?

Mortgage Alliance are on the look out for additional key personnel at their offices in
Station Square, Coventry.

Mortgage sales Co-ordinators (in house) Customer services

Due to 1. _____ we need CMAP qualified people with an established knowledge of
the Mortgage & Finance industry with customer service 2. _____. You will be a

team player with an eye for detail and a desire to make your mark in this progressive, proactive company.

An excellent package is on offer to the right candidates.

Secured Loans Underwriters (Finance Naiton, Station Square)

Working within a team this position will suit an experienced secured loans underwriter. You will already have 3. _____ of the market and its regulated and unregulated procedures.

An excellent salary package & benefits are available.

General Administrator/Secretary

This position will suit a mature minded individual who can 4. _____ general duties as well as some 5. _____ work. A good communicator who can work within a team as well as on their own 6. _____.

Mortgage Sales (CMAP an advantage – but not essential)

Working from home: --

We have 7. _____ in several areas of the UK for experienced mortgage and finance sales 8. _____. Confirmed appointments provided from our customer service 9. _____. Must be experienced in dealing with the public in their own homes. Hours variable some unsocial. Basic pay + Bonus/expenses package ote: £30 k/£50k. References will be 10. _____.

Please forward a full and detailed CV to The Director of Operations.

email: dave@mortgagealliance.co.uk or write to:--

Mortgage Alliance Limited (Vacancies)

10 Copthall House, Station Square

Coventry CV1 2FL

"Move up to Mortgage Alliance"

- C. campaigns projects minimum maintain competitive
immediately excellent publications innovative challenging

The European Fertilizers Manufacturers Association (EFMA) represents the common interests of the West European Fertilizer Industry. It manages issues and 1. _____ within the areas of agriculture and environment, international trade and economic policy, process and product technology. The following position has become 2. _____ available within EFMA's secretariat in Brussels (M/F):

COMMUNICATIONS MANAGER

Your responsibility is to:

- develop and manage communications projects
- have ownership for the EFMA website
- develop and 3. _____ the association's image, including required outside contacts
- edit and produce EFMA internal and external 4. _____, including the EFMA bulletin to the members
- support all staff in writing
- support specific lobbying 5. _____

The profile of the candidate:

- university degree with 6. _____ 3 years similar experience, preferably in the EU environment
- 7. _____ written and oral communication skills in English
- good knowledge of Microsoft environment including website maintenance
- open-minded, well organized, 8. _____, team-player

We offer a 9. _____ position in a highly stimulating EU environment, as well as a 10. _____ and attractive compensation package.

Interested candidates are invited to apply via careers@yahoo.com

- D. written following network equivalent interviewing
makers skills cooperation candidate relevant

EPLO

European Peacebuilding Liaison Office

EPLO, the European Peacebuilding Liaison Office, is a 1. _____ of 17 conflict prevention NGOs. EPLO seeks to promote peacebuilding policies among decision 2. _____ in Europe.

EPLO is now offering a position as

HEAD OF OFFICE

Responsibilities

The head of office has the 3. _____ tasks:

- Providing EPLO members on a regular and updated basis with information on 4. _____ policy developments
- Improving EU awareness of the central issues in conflict prevention and peacebuilding and of the contribution NGOs can make to them
- Fostering 5. _____ among its members and improving the effectiveness of NGOs
- Managing the EPLO office

Profile

Ideally the 6. _____ should combine the following qualifications:

- Knowledge of EU institutions and of the relevant policy areas
- Experience in working with the EU and/or a conflict prevention NGO
- Advanced university degree or 7. _____ experience
- Excellent and proven organizational 8. _____
- Fluent English and French both spoken and 9. _____

Practical Information

The closing date for applications is 30 November. We anticipate 10. _____ on 15 December. Interviews will take place in Brussels.

Applications should be sent by e-mail to Maniwatson@qcea.org.

If you have questions you can contact Manuel Watson

0032 (0) 2 432 4604

2. Reading: Salary Negotiation**Pre-reading activities**

1. How would you go about finding a new job?
2. In your opinion, what factors would make a potential employer attractive?
3. How would you prepare for an interview?
4. In what way are a) appearance and b) attitude important during an interview?
Explain.

Salary Negotiation

You've been through the job search process, done your research on prospective employers and undertaken the nerve-racking task of attending a series of interviews. Now comes the hard part – negotiating your salary package. Many individuals do not realize that there is often room for negotiation in a job offer, in both the financial and **non-financial** components of a package.

If you are prepared and have done your job-search research well, you should have a good idea of what your value is in the marketplace and what your needs are. Unfortunately, this may not always match what a prospective employer is prepared to offer. Now it is up to you to use your powers of negotiation to make sure you get what you want, as well as what you need.



When you sense that a company is seriously interested in you, the window of opportunity during which you can negotiate is very narrow. Look for signals that tell you that an offer might be forthcoming. For instance, the interview takes more time than originally planned, or the interviewer asks you to attend a second or third interview and invites you to meet other members of the team, or you are asked to undertake the company's testing programme. At this point, you need to be prepared to respond should an offer be made. Be ready to recognize and take advantage of the opportunity – to shift from selling yourself to asking for what you want. It is important not to accept a job immediately, but to get as much information as you can about the role and the offer and then ask for the time you need to make your considerations.

Whether your negotiations are short and straightforward or long and complex, you have a one-time opportunity to reach for what you want. The amount of room for negotiation will depend on your uniqueness in the eyes of the buyer, as well as his or her degree of flexibility and authority. While every situation is different, there are

some basic do's and don'ts to keep in mind when you begin to develop your negotiating strategy.

- Your points of negotiation must be realistic. Provide **rationale** for any alternatives you suggest. If you are discussing the salary component of the package, for example, illustrate in business terms why you feel that you deserve more than is on offer.
- Ensure that any negotiable items are linked to the job itself, identifying how granting your requests will enhance your performance and results. For example, if you are required to relocate, providing you with a hiring-in bonus will not set relocation precedents for the company, but it will allow you to relocate your family to the area quickly and to immediately devote all your energies to the job.
- Lay all points for negotiation on the table from the outset. If you keep pulling out "one more thing" you may create suspicion that there will always be one more item about to be disclosed and the other party may be unwilling to negotiate on any issue.
- The person who sets the agenda will control the discussion. By establishing an agenda for discussion at the outset, you will ensure that all your points of negotiation are covered.
- When negotiating salary, know the going rate for comparable positions in similar companies in the industry and location and try to get the original offer increased before you disclose your figure. For example, the company offers \$120,000, you put forward your figure of \$130,000 you will probably end up agreeing on something around \$127,000.
- Avoid bringing perks up until major issues such as salary and bonuses have been agreed upon, or at least discussed.
- Never make an **impromptu** decision during any negotiation. You must decide the limits of your flexibility before you begin to negotiate.

The single most important ingredient for negotiating effectively is the right attitude. A positive attitude and a win-win negotiating strategy can greatly increase your **odds for** success, both immediately and long-term. Ultimately, your success will rest on your willingness to patiently and sensitively negotiate while considering the needs of both parties. Clearly identifying your own personal needs, as well as establishing what the company can offer, will ensure that you are in a position to make the right decision.

Glossary

1. prospective = used to describe s.t. that is likely to happen soon / possible
e.g. He looked through the classified section for **prospective** job offers.
2. nerve-racking = of a situation or experience that makes you feel very tense and worried
e.g. Waiting to be called for an interview can be **nerve-racking**.
3. components = the parts that s.t. is made of
e.g. Trust, respect and financial stability are the **components** of a healthy marriage.
4. forthcoming = of an event that is planned to happen soon
e.g. He plans to attend the **forthcoming** APEC meeting.
5. shift = to change position, policy etc.
e.g. He **shifted** from arguing against the policy to giving it his complete support.
6. consideration = careful thought about s.t.
e.g. One's choice of university needs careful **consideration**.
7. straightforward = easy to do or understand
e.g. Filling in an application form is a **straightforward** process.
8. rationale = reason(s) for a course of action, practice or belief

e.g. Many feel that the **rationale** for the Iraq war was a false one.

9. illustrate

= show by example / make clearer

e.g. She **illustrated** her point with examples and maps from the textbook.

10. enhance

= increase / improve

e.g. Regular meditation can **enhance** the quality of a person's life.

11. relocate

= move to a different place (of people, businesses)

e.g. The Nike factory **relocated** – first to Taiwan, then later to Vietnam.

12. hiring-in bonus

= a bonus given to certain new employees to help them relocate etc.

e.g. Since the job was in Hua Hin, far from her current job in Bangkok, Jane received a **hiring-in bonus**.

13. precedent

= an action or event that has happened before and which can be regarded as an argument for doing it again

e.g. Thai doctors feel that allowing patients to sue them would set a dangerous **precedent**.

14. devote

= if you devote yourself, your time, or your energy to s.t., you spend most or all of your time or energy on it

e.g. She **devoted** all her spare time to helping slum children learn how to read.

15. on the table

= if you put s.t. on the table, you present it at a meeting or interview for discussion

- e.g. The possibility of Palestinian statehood is **on the table**.
16. outset = the beginning (of a process etc.)
e.g. She warned her employer at the **outset** that she would need to leave work early to pick up her kids.
17. disclose = if you disclose new or secret information, you tell s.b. about it
e.g. The reporter refused to **disclose** the source of the information.
18. agenda = a list of items that have to be discussed at a meeting
e.g. The new flexi-time schedule was the main item on the **agenda** of last week's meeting.
19. going rate = the usual amount of money that you expect to receive for something
e.g. The **going rate** for teachers is between 750 –1,000 baht per hour.
20. put forward = propose, suggest that s.t. should be considered for a particular purpose or job
e.g. He **put forward** her name for the job of executive secretary.
21. perks = (short for 'perquisites') = fringe benefits/ special benefits that are given to people that have a particular job
e.g. A free apartment, company car and a driver are just some of the **perks** of the job.
22. impromptu = an impromptu action is one that you do without planning or organizing it in advance

e.g. When Beckham arrived at the airport, he gave a short, **impromptu** speech.

23. ingredient

= an essential part of a situation

e.g. Hard work and ambition are two of the **ingredients** for success in the workplace.

24. odds for/of

= the likelihood or probability of s.t. happening

e.g. The **odds of** a drug dealer ending up dead or in jail are very great.

25. establish

= find out or discover that s.t. is true

e.g. The police **established** that she had been poisoned.

Activity 2 A

Vocabulary Quiz: Fill in the blanks in the sentences below with words from the following list. Make whatever grammatical changes necessary.

forthcoming shift enhance prospective disclose
precedent odds relocate establish put forward
rationale devote outset ingredient illustrate

1. The company sent its employees to seminars and training sessions to _____ their performance at work.
2. She _____ every summer holiday to teaching hilltribe children to read and write Thai.
3. Perhaps the Australian P.M. was thinking of the _____ elections when he refused entry to the Afghan refugees.

4. The _____ of African refugees from sub-Saharan Africa reaching Europe are slim.
5. "_____ candidates should have at least 5 years' experience in marketing."
6. The _____ underlying the conference was that racism is alive and well almost everywhere in the world.
7. The execution of four drug dealers earlier this year has set a _____ for the way in which the Thai government intends to deal with the problem.
8. From the _____, it was clear that the peace talks between the Palestinians and the Israelis were going nowhere.
9. The success of the recent elections in Peru marked an important _____ towards democracy.
10. The President of Ramkhamhaeng has _____ a new e-learning initiative.
11. Volkswagen decided to _____ its manufacturing base to Mexico.
12. Innovation has been one of the main _____ of Sony's success.
13. The FBI _____ to members of the press that one of its agents had been spying for Russia.
14. Investigators have _____ that the explosion of a Thai international aircraft at Don Muang was an accident.
15. The speaker _____ his talk with some disturbing statistics, including the fact that between 600 and 700 million 'ya baa' tablets enter Thailand every year.

Activity 2 B

Choose the best answer.

1. The main idea of paragraph one is that _____.
 1. attending interviews can be nerve-wracking
 2. researching prospective employers is important
 3. many people do not realize the importance of negotiating skills
 4. it is possible to bargain over one's salary at an interview

2. Which of the following is NOT true of paragraph two?
 1. Interviewees should have good ideas about the marketplace to impress a prospective employer.
 2. An interviewee should know how much he/she is worth to a prospective employer.
 3. Prospective employers may not be willing to agree to your demands.
 4. The interviewee should use his/her negotiating skills to get the best possible job package.

3. Which of the following would NOT indicate that an interview is going well?
 1. You are invited back for another interview.
 2. You are asked to take a special company test.
 3. The interview is short and to the point.
 4. You are invited to meet your future colleagues.

4. If you are offered the job, you should NOT _____.
 1. ask for time to think it over
 2. be too hasty in accepting the job offer
 3. inquire about the whole job package
 4. ask about what the job involves

5. What is the main idea of paragraph four?

1. Negotiations may be short and straight forward or long and complex.
2. You enter a special room to do the actual negotiations over salary, working conditions etc.
3. Convince the company of your unique qualities and sense how flexible they are about meeting your conditions.
4. Interviewers have varying degrees of flexibility and authority to make a firm offer.

6. The word "rationale" (paragraph 5, line 1) probably means _____.

- | | |
|----------------|---------------|
| 1. suggestions | 2. references |
| 3. reasons | 4. examples |

7. Which of the following would be a realistic point of negotiation?

1. Your ability to bring your current customer base.
2. The dramatic rise in the cost of living in urban areas.
3. Your educational qualifications, ambition and creativity.
4. The expense of relocating yourself and your family.

8. It is necessary to assure any potential employer that a hiring-in bonus _____.

1. will set a good example to other future employees
2. should not affect one's ability to work well
3. will allow you to give the job your full attention
4. is standard practice in the modern business world

9. The word "impromptu" (paragraph 11, line 1) most probably means _____.

- | | |
|-----------------|---------------|
| 1. sudden | 2. demanding |
| 3. unreasonable | 4. inflexible |

10. The writer concludes that the most important factor in negotiating a satisfactory job package is _____.

1. patience and sensitivity

2. a sense of decisiveness

3. a winning personality

4. the right attitude and negotiating skills

11. It is desirable to keep one or two points of negotiation until later in order to deal from a position of strength. True / False

12. The interviewer should state the agenda for any negotiations at the very beginning. True / False

13. One should try to persuade the company to increase their initial offer before one states one's actual demands. True / False

What, according to the passage, would be the result of such a strategy?

14. What would you consider to be some of the perks of a high-paying job?

Half effort does not produce half results.

It produces no results.

*Continuous commitment to hard work
is the only way to accomplish result at last.*