

Introduction of English recruitment

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Abstract

Nowadays English has become a necessary requirement of every job. In an increasingly globalized and interconnected world, English is the only common medium of communication which cannot be replaced. Hence, the ability of communication of English is highly important for acquiring a job as it helps in commuting with people from every region across the globe and explore opportunities in international market. Thus the importance of English in job requirements is multiple.

If your English language is good and you are fluent in your speaking and writing English then you can start applying jobs on reliable job portals. You will get hired into a good company definitely.

Key words: job, requirement, communication, international market

Chapter 1: Introduction

In an increasingly globalized and interconnected world, English is the only common medium of communication which cannot be replaced. Hence, the ability of communication of English is highly important for acquiring a job as it helps in commuting with people from every region across the globe and explore opportunities in international market.

Irrespective of the job position, some of the essentiality of English language in job requirement is as follows:

1. Communication is an important parameter in global business. This is because it helps in tying different constituent opponents of a business together, which in turn contribute in business growth and making a footprint in global market. English is the only official language which is being spoken by the people of over 70 countries and could easily help an individual in selling business ideas in global market.
2. Cross-culture communication plays a pivotal role in breaking the barriers between people working from different parts of the world. This potential hindrance could be overcome through fluent English communication. This brings all the associates together from diverse sources by commuting freely and assist in conducting the business effectively.
3. For effective communication, English always has a reputation of language of professionalism and greater intelligence. This helps in establishing networks in job front with the like-minded professionals across the world which in turn could be beneficial for an individual's career upbringing both professionally and personally.

Apart from these, English has many communicating advantages and an integral part of any organization that facilitates a platform for people across the world. It is not only important in sharing ideas among people from diverse sources but can also solve any dissolution effectively.

That is why many companies put special emphasize on English communication and consider the ability of English as an indispensable requirement in their job skill. Thus the importance of English in job requirements is multiple.

Chapter 2: Review of the Literature

Nowadays English has become a necessary requirement of every job. Here are some examples below for reference.

2.1: A sample of english recruitment Layout #1

Din Tai Fung

鼎泰豐小吃店股份有限公司



Serving Position 餐飲服務生

※ Job Summary

This position is responsible for providing the best possible service to our customers and for helping to create a positive dining experience that will keep customers coming back. Work duties include taking customer orders, serving, setting/clearing tables, introducing dishes, and various other tasks relevant to restaurant operations. Interaction with guests from overseas (including introducing dishes, sharing the restaurant's history/philosophy, etc.) is also an important task for foreign staff. Servers at Din Tai Fung adhere to high standards, and are expected to be professional, proactive, considerate, and courteous to customers as well as colleagues.

※ Job Responsibilities 工作內容

- Warmly greeting customers, and guiding them to their tables
- Setting and bussing tables
- Taking customer orders (requires knowledge of food safety, allergies, etc.)
- Introducing/recommending dishes for customers
- Serving dishes
- Responding to customer requests/inquiries
- Learning about Din Tai Fung's dishes and their ingredients
- Maintaining a professional appearance (including adherence to uniform and grooming standards)
- Cleaning and sanitizing work areas, tables, chairs, etc.
- Maintaining positive customer relationships and introducing the Din Tai Fung brand to foreign customers

※ Requirements 條件要求

- No prior experience required (must hold at least bachelor degree or associate's degree)
- Preference is given to applicants with relevant work experience
- Preference is given to applicants who can speak Mandarin (proficiency in other

languages is also desirable)

※ Additional Details 附加條件

- 8.5 hour workday (not including 2-hour break in the afternoon)
- 8 days off per month, based on shift scheduling and the manpower needs of individual branches
- Staff who work overtime will receive overtime pay or additional PTO

※ Employee Benefits 員工福利

- Staff meals (breakfast, lunch, and dinner)
- Accommodations
- Massage therapy
- Uniform laundry service
- Counseling services
- Insurance (labor insurance, group insurance, etc.)
- Various bonuses (performance bonus, language bonus, Chinese festival bonuses, etc.)
- Overseas travel allowance (Japan only)

Glossary

position 職位	grooming 打扮、穿著
positive 積極的、實在的、正面的	sanitize 擦洗、對...作衛生處理
dining 用餐、進食	prior 先前的、優先的
relevant 有關的	Bachelor 學士
operation 營運	associate 副學士、大學修滿二年、大專
philosophy 哲理	preference 優先權、偏愛
adhere 遵守、堅持	applicant 申請人
proactive 積極主動的	Mandarin 華語、北京話
courteous 謙恭有禮的	proficiency 精通；熟練
staff 工作人員、職員	PTO = please turn over 見下頁
responsibilities 職責、任務	Accommodations 住處；膳宿
setting and bussing tables 佈置與收拾餐桌	massage therapy 按摩
allergy 過敏症	laundry 衣服送洗
inquiry 詢問、探究	counseling 諮商
ingredient 原料、組成要素	labor insurance 勞保
uniform 一致的、相同的、制服	

2.2: A sample of English recruitment Layout #2

AMD

美商超微半導體股份有限公司台灣分公司

Platform AE [Contractor]

Skills, Experience and Qualifications 條件要求

- (A) QA engineer experiences over 1~2 years experiences, has Notebook QA test experience plus.Or Engineering background (hardware, Software, Computer science and Testing)
- (B) Familiar with WHQL test (Windows/Linux) and PC/ Notebook SW QA validation process.Or Familiar with Windows OS operation and install/remove driver.
- (C) Basic skill of MB rework and soldering experience is plus.Or has testing experience in ODMs.
- (D) Experiences of communication with customer is better. Or has experience of test report writing.
- (E) Strong oral and written communications skills in English.

Benefit

Working Hours

- 8 hours a day and 5 days a week
- 9:00 ~ 18:00 Normal working hours(including one hour lunch)
with flexible working hour scheme implemented

Annual Leave

- 21 days per year

Sick Leave

- 15 days every calendar year

Sabbatical Leave

- 20 working days' Sabbatical entitled every 4 years service after the start date

Statutory Leave

- Public Holiday + Floating: 15-19 days

- Follow government regulation

Equity

- RSU / ESPP

Statutory Social Benefits

- labor Insurance
- National Health Insurance
- Pension fund 7%
- Commercial Health Benefit
- Group Insurance
- Health Check
- Corporate Global Travel Insurance

Holiday gift + Personal celebration

- Chinese New Year
- Dragon Boat festival
- Middle Autumn festival
- Birthday
- Marriage
- Child Birth

Others

- Welcome package and lunch for new employee
- Team Building
- Birthday Treat, Cake
- Long Service Award for 5, 10, 15 years of service

Glossary

Recruitment 徵才	Platform 平台
AE (Application Engineer) 助理工程師	Contractor 約聘
QA (Quality Assurance) 品質保證	Testing 測試
Validation 驗證	Annual Leave 年假
WHQL(Windows Hardware Quality Lab) Windows 硬體設備質量實驗室認證	
SW QA (software QA) 軟體品保工程師	
ODM (Original Design Manufacturer) 原始設計製造	
Sabbatical Leave 公休假、特休假	Statutory Leave 法定休假
Floating 浮動的	Equity 股票、公平
RSU 受限股票單位	ESPP 員工認股
labor Insurance 勞保	National Health Insurance 健保
Pension fund 勞退	Insurance 保險
Award 授獎	

Chapter 3: Understanding the importance of English in your job

As many companies are gaining ground and becoming more competitive due to changed world economy, the employees are always kept on their competitiveness. It is like either you work hard and show your performance or perish for not taking care of your professional growth. The ability to use a language efficiently is very much required to remain employable. The communication of English are very much essential for one's professional growth. The ability to express fluently in both written and oral form of English is very much essential for the career growth.

The reality is that the companies consider the candidate's ability or inability to speak fluently in English as one of the major selection criterion. The mere domain knowledge won't guarantee one a good job. The situation in most of the companies has changed from a scene where all employees are isolated and would concentrate on their individual performances.

As it is stated above, English being the most commonly used language in the corporate world; the the ability of communication of English is one of the most important employability skills. Knowledge of English is much sought after in the corporate world. Proper English does not mean only the ability to make grammatically correct sentences. It means other related skills for effective communication like presentation skills, convincing and negotiation skills and interpersonal skills using that language (by Jyothi, May 16, 2012) .

Chapter 4: Conclusion

Having an English qualification provides you with a good foundation when it comes to applying for jobs. Students who have studied English typically end up working in all kinds of roles including teaching, communications, marketing and commercial writing, even the front desk of hotel, restaurant etc.

To sum up, if your English language is good and you are fluent in your speaking and writing English then you can start applying jobs on reliable job portals. You will get hired into a good company definitely.

Chapter 5: Reference

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