对外经济贸易大学
University of International Business and Economics

Unit 7 Job Hunting

Lesson 1

黄婕

2025-12-9

Warming up

1 Look at the pictures below. Work in groups and discuss how to look for a job.

2 Read the words and phrases and their explanations. Then complete the following paragraph with the proper forms of the words and phrases.

job hunting: the activity of trying to find a job
craft: to make something using special skills
discern: to know, recognize or understand something, especially something that is not obvious
vacancy: a job that is available for someone to do
job board: a website where employers can place job postings
career trajectory: the path an individual takes throughout his or her career
playing field: a situation where there is competition
seasoned: having a lot of experience of a particular activity
career page: sections of a company's website dedicated to showcasing its employer brand and presenting job openings

JOB HUNTING 求职

The activity of trying to find a job.

Business Context

主动出击的战略行为，而非被动等待。“狩猎”而非“寻找”。

Language Point

搭配：Go job hunting.

别说“finding a job”（结果），要说“job hunting”（过程）。

CRAFT (Verb) 制作

To make something using special skills.

Business Context

精心雕琢和定制化。针对JD量身定做简历，而非批量发送。

Language Point

动词用法。“Craft a resume”比“write a resume”更高级，强调技能和用心。

DISCERN 辨别

To know, recognize or understand something, especially something that is not obvious.

Business Context

高级软技能。甄别有潜力的机会，读懂JD背后的真实需求。

Language Point

正式用语。发音 /dɪ'sɜ:rn/。

搭配：Discern the truth.

VACANCY 空缺职位

A job that is available for someone to do.

Business Context

公司的“痛点”。求职者是去解决问题，填补这个空缺，而不只是找份工作。

Language Point

词根 vac- (empty)。

同义词：Opening, Position.

搭配：Fill a vacancy.

JOB BOARD 招聘网站

A website where employers can place job postings.

Business Context

信息聚合器（LinkedIn, Indeed）。
效率高但竞争最激烈的"红海"。

Language Point

复合名词。
现代平台常集成AI匹配功能。

CAREER TRAJECTORY 职业轨迹

The path an individual takes throughout his or her career.

Business Context

发展的势头和方向。雇主看重清晰、向上的流动性（Upward mobility）。

Language Point

物理学隐喻(弹道)。
比“Career path”更具动态感。
搭配：Upward trajectory。

PLAYING FIELD 竞争环境

A situation where there is competition.

Business Context

竞争环境。核心是“A level playing field”（公平竞争）。内推可能会改变它。

Language Point

习语：
Level the playing field.
可用于讨论内卷或不公平竞争。

SEASONED 经验丰富的

Having a lot of experience of a particular activity.

Business Context

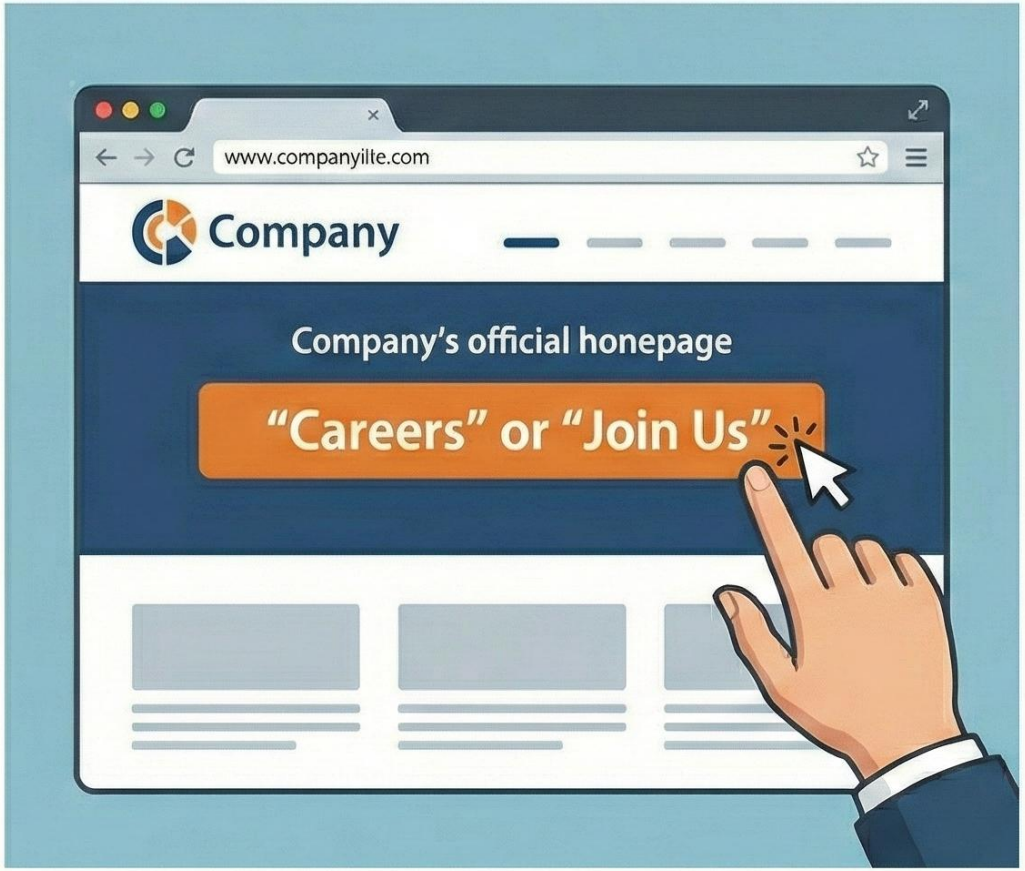
对“资深”的赞美。强调历练和成熟，而非年龄。能应对复杂危机。

Language Point

隐喻(调味/风干)。
“A seasoned professional”
是比 “senior” 更优的表达。

CAREER PAGE 招聘页面

Sections of a company's website dedicated to showcasing its employer brand and presenting job openings.



Business Context

雇主品牌的核心阵地。直接在此投递显示了专门的兴趣，竞争较小。

Language Point

区别于第三方的Job Board。
常命名为 "Careers" 或 "Join Us"。

2 Read the words and phrases and their explanations. Then complete the following paragraph with the proper forms of the words and phrases.

Applying for a job is a nerve-racking experience, even for (1) _____ professionals with work experience. Job hunting for new graduates is an even trickier (2) _____, with most students having little experience (3) _____résumés. One of the best tips is (4) _____a career. By having a destination in mind, you gain the opportunity to give your career a direction. In setting a (5) _____ for yourself, you can identify the field that you see yourself thriving in and the jobs that you are interested in pursuing.

seasoned

playing field

crafting

discerning

career trajectory

2 Read the words and phrases and their explanations. Then complete the following paragraph with the proper forms of the words and phrases.

Whilst (6) _____job boards_____can be helpful, not all companies advertise (7) _____vacancies_____on such platforms. Before beginning your search, compile a list of companies that you would like to work for and check out their (8) _____career pages_____. This is a great way to see a company's available positions. Also, you may think social media platforms are best kept for personal use; however, they also act as great search tools for (9) _____job hunting_____.

3 Watch a video clip on job interview tips provided by Indeed, a worldwide employment website, and discuss the following questions.

1. When exactly does the interview start?
2. What are the common interview questions mentioned in the video clip?
3. What are the non-verbal communication techniques you need to be aware of during the interview?

3

Watch a video clip on job interview tips provided by Indeed, a worldwide employment website, and discuss the following questions.

3 Watch a video clip on job interview tips provided by Indeed, a worldwide employment website, and discuss the following questions.

1. When exactly does the interview start?

The interview begins the moment you enter the building, not just when you meet the hiring manager. Your behavior and interactions with everyone you encounter contribute to the impression you make.

Anya maintained respectful eye contact and good posture throughout her time in the office.

3 Watch a video clip on job interview tips provided by Indeed, a worldwide employment website, and discuss the following questions.

2. What are the common interview questions mentioned in the video clip?

Two primary common questions:

“Why do you want to work here?”

“What makes you unique?”

3 Watch a video clip on job interview tips provided by Indeed, a worldwide employment website, and discuss the following questions.

3. What are the non-verbal communication techniques you need to be aware of during the interview?

Practice polite, confident body language. Subtly miming your interviewers posture can actually create a sense of connection. Avoid unnecessary movements (e.g., tapping your fingers or bouncing your leg) aware and stay present. Maintain consistent eye contact during greetings and conversations.

Text 2

Job search in the age of AI

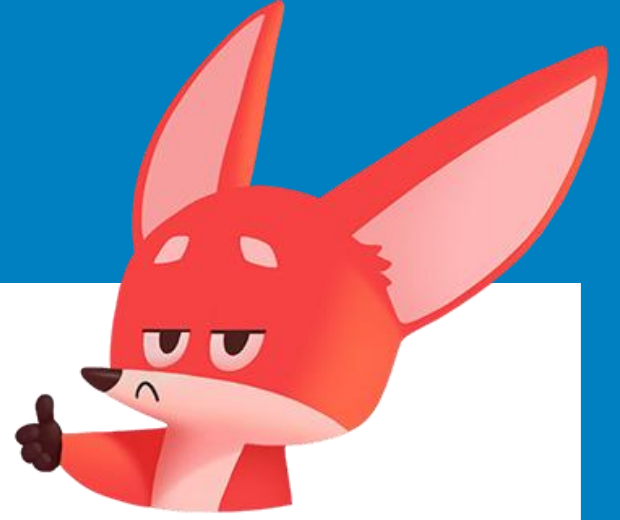
Brainstorming questions

- Have you ever used ChatGPT to write a resume?
- Do you know how HR filters 1000 resumes in 1 minute?

Paragraph 1. Challenges!

- 请找到第一段中，和 change 含义类似的动词。
- 通过上下文，猜测以下几个词的含义：
  - Gatekeeper
  - Screening
- ROI（投资回报率) 中的 R 是那个词？（在本段出现）

Paragraph 1. Challenges!



- 请找到第一段中，和 change 含义类似的动词。

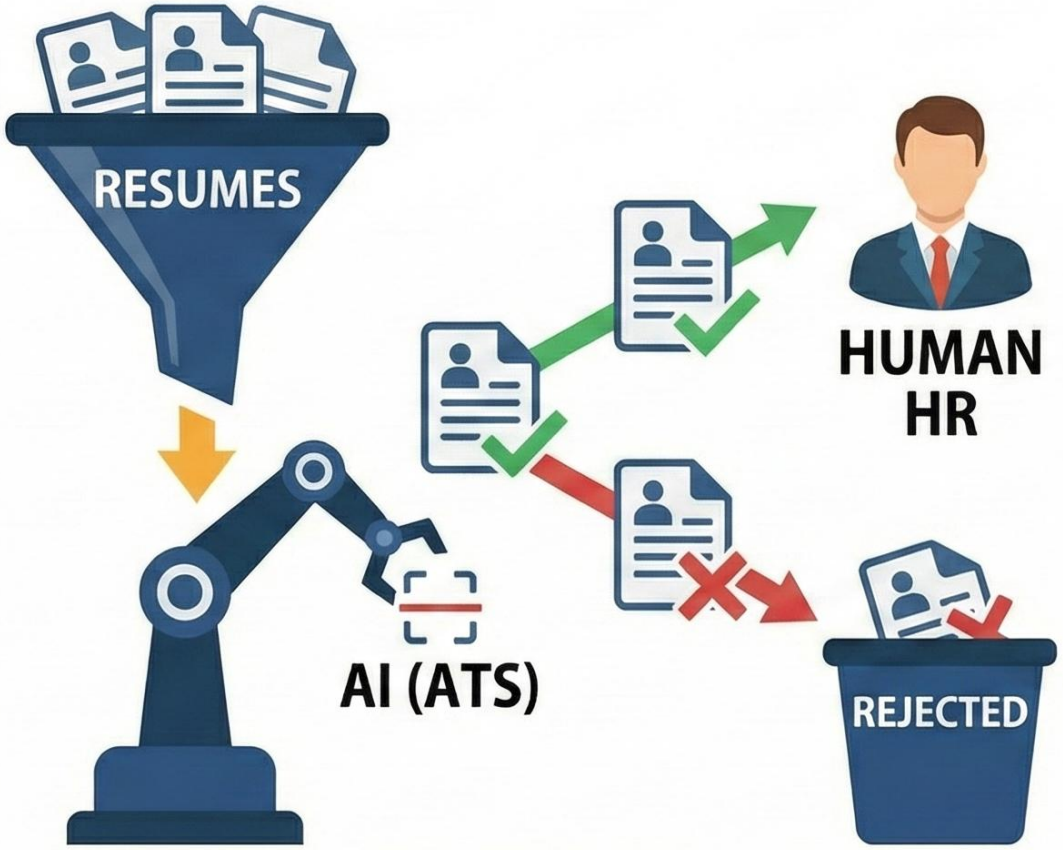
  Alter (v.) 改变

- 通过上下文，猜测以下几个词的含义：
  - Gatekeeper — (n.) 守门员、看门人
  - Screening — (n.) 筛查
- ROI（投资回报率) 中的 R 是那个词？（在本段出现）

  Return (n.) 汇报

ATS & AI GATEKEEPERS (智能把关人)

System that filters resumes before human review.



Business Context

海投简历的"隐形杀手"。必须针对关键词优化简历，才能通过机器筛选。

Language Point

ATS = Applicant Tracking System.

搭配：Beat the ATS, Keyword optimization.

RECRUITMENT ROI (招聘投资回报率)

Measure of the value a new hire brings vs. the cost of hiring.

Business Context

企业引入AI的核心动力：降低昂贵的“错聘成本”，提高“优聘回报率”。

Language Point

ROI = Return on Investment.

搭配：Maximize ROI, Cost per hire.

Text 2 (Paragraph 1)

If you haven't searched for a job in recent years, things have changed significantly and will continue to evolve thanks to artificial intelligence (AI). According to a Korn Ferry Global survey, 63% of respondents said AI had altered the way **recruiting** happens in their organization. Not only do **candidates** have to get past human gatekeepers when they are searching for a new job, but they also have to pass the screening of artificial intelligence that continues to become more sophisticated. Recruiting and hiring new employees is an expensive endeavor for organizations, so they want to do all that's possible to find candidates who will make valuable long-term employees for a good return on their recruitment investment.

- Recruiting (n.) 招聘
- Candidates (n.) 候选人

Text 2 (Paragraph 1)

If you haven't searched for a job in recent years, things have changed significantly and will continue to evolve thanks to artificial intelligence (AI). According to a Korn Ferry Global survey, 63% of respondents said AI had altered the way **recruiting** happens in their organization. Not only do **candidates** have to get past human gatekeepers when they are searching for a new job, but they also have to pass the screening of artificial intelligence that continues to become more sophisticated. Recruiting and hiring new employees is an expensive endeavor for organizations, so they want to do all that's possible to find candidates who will make valuable long-term employees for a good return on their recruitment investment.

如果你这几年没有找过工作，那么现在的求职环境已经发生了显著变化，而且还会在人工智能（AI）的推动下不断演变。

根据光辉国际（Korn Ferry）的一项全球调查，63%的受访者表示，AI 已经改变了他们所在组织的招聘方式。

如今，求职者在寻找新工作时，不仅要通过人力招聘人员的筛选，还必须通过日益复杂的人工智能筛选。

招聘和雇用新员工对组织而言是一项成本高昂的工作，因此，他们希望尽一切可能找到能够长期创造价值的员工，以确保在招聘投入上获得良好的回报。

How AI helps in the recruiting process?

Text 2 (Paragraph 2)

Just like in other industries, artificial intelligence has the potential to **streamline** the job search process and **take over** **time-consuming** tasks for humans. There are several ways artificial intelligence helps candidates and companies during a job search and throughout the recruiting and hiring process.

- **Streamline (v.) 简化、精简**
  - Streamline the workflow
  - 优化工作流
  - **Streamline the organization**
  - **精简机构/裁员**
- **Take over (v. phr) 接管/取代**
  - Robots will eventually **take over** many dangerous jobs.
    （机器人最终将接手许多危险的工作。）
- **Time-consuming (adj.) 耗时的**
  - Editing the video was a **time-consuming** process, but the result was worth it.
    （剪辑视频是个耗时的过程，但结果是值得的。）

Text 2 (Paragraph 2)

Just like in other industries, artificial intelligence has the potential to **streamline** the job search process and **take over** **time-consuming** tasks for humans. There are several ways artificial intelligence helps candidates and companies during a job search and throughout the recruiting and hiring process.

- 与其他行业类似，人工智能有潜力**简化求职流程**，并**替代人类处理耗时的任务**。
- 在求职以及整个招聘与录用过程中，人工智能可以通过多种方式为求职者和企业提供帮助。

Text 2 (Paragraph 3)

Candidates can use artificial intelligence job-seeking tools to find open positions that match their particular **skill-set** and discover organizations with the culture they want. This alone can save candidates an incredible amount of effort in an already time-consuming activity. Similarly, AI can conduct **candidate outreach** much more efficiently for companies so they can find candidates actually suited for the role. When the **CV screening** process is automated, it is much more efficient—appreciated by candidates and human resources departments alike. Since recruiters won't **get bogged down** in the CV review process, they have more time to **nurture** relationships with candidates.

- **Skill-set** 技能组、特定技能
- **Outreach (n.)** 延伸、拓展
- **CV (n.)** 简历 curriculum vitae
  (一般比Resume更详细)
- **Be bogged down**
  陷入沼泽/泥淖，进展困难
- **Nurture (v.)** 培育、养育

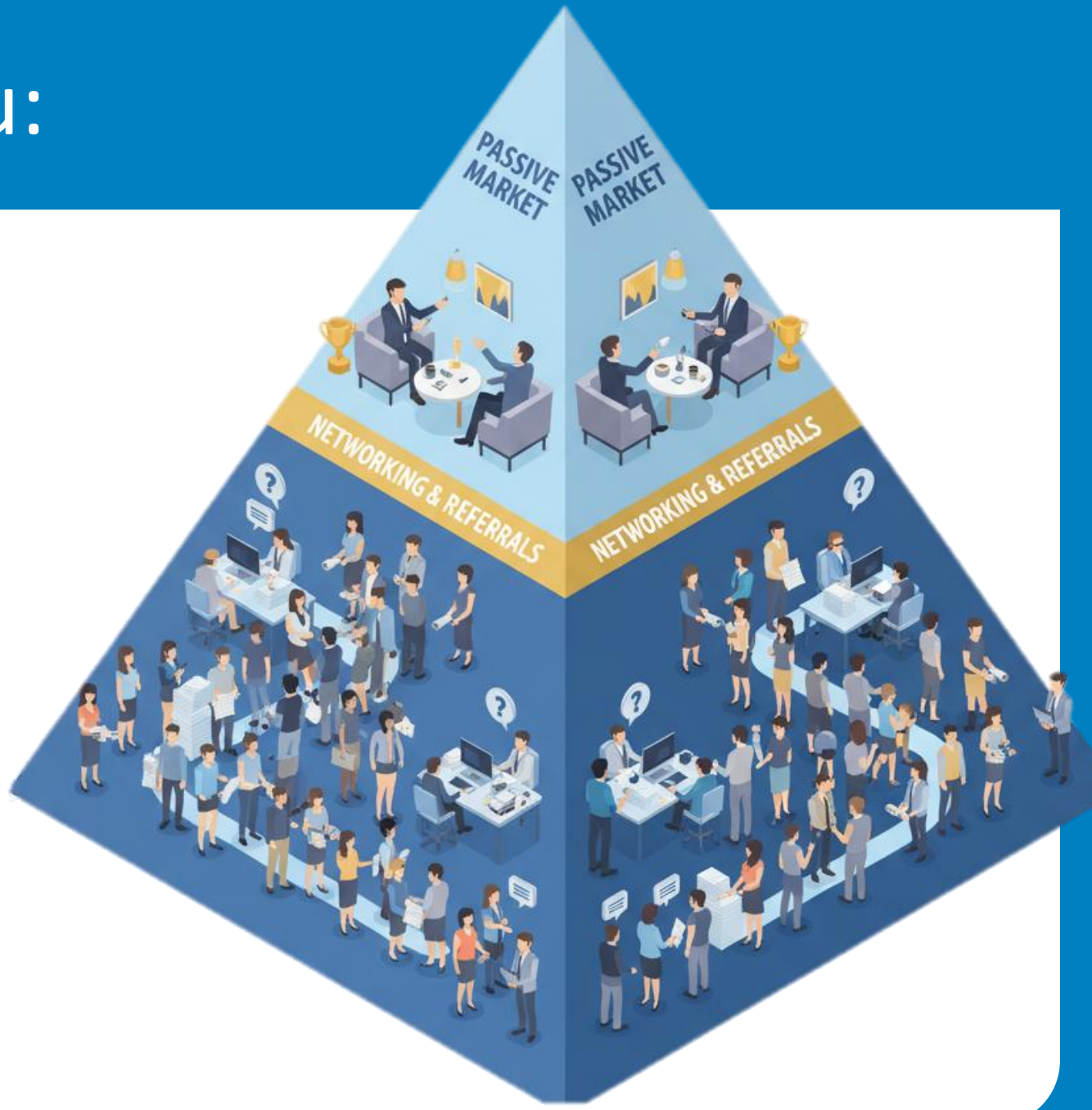
Text 2 (Paragraph 3)

Candidates can use artificial intelligence job-seeking tools to find open positions that match their particular **skill-set** and discover organizations with the culture they want. This alone can save candidates an incredible amount of effort in an already time-consuming activity. Similarly, AI can conduct **candidate outreach** much more efficiently for companies so they can find candidates actually suited for the role. When the **CV screening** process is automated, it is much more efficient—appreciated by candidates and human resources departments alike. Since recruiters won't **get bogged down** in the CV review process, they have more time to **nurture** relationships with candidates.

- 求职者可以使用人工智能求职工具，寻找与自身**特定技能**匹配的空缺职位，并发现具有其理想企业文化的用人单位。
- 仅此一项，就能在本已耗时的求职过程中为求职者节省大量精力。同样地，企业也可以利用人工智能更高效地开展**候选人联络工作**，从而找到真正适合该岗位的人选。
- 当**简历筛选**流程实现自动化后，其效率将大幅提高——这一点同样受到求职者和人力资源部门的欢迎。由于招聘人员不再被繁琐的简历审核工作**拖累**，他们就有更多时间来**维护**与候选人的关系。

Quick question for you:

- Guess: Why should recruiters nurture relationships with candidates?



IRREPLACEABLE CANDIDATE
RARE FIND, HIGH VALUE
HEADHUNTER
EXECUTIVE RECRUITER
NURTURE RELATIONSHIPS (维护关系)
INFO EXCHANGE (情报交换)
LONG-TERM TRUST
EXECUTIVE RECRUITER
WORLD 2: SELLER'S MARKET (高端人才，稀缺职位)
TALENT MARKET STRATIFICATION
HR SCREENING
WORLD 1: BUYER'S MARKET (初级职员，通用岗位)

Text 2 (Paragraph 4)

AI-powered chatbots are responsive and quick to support a candidate during the application process. Having a chatbot handle **inquiries** from candidates is another way artificial intelligence **frees up** the time for human **personnel** to handle tasks only they can tackle.

AI驱动的聊天机器人响应及时，能够在申请过程中迅速为候选人提供支持。

让人工智能聊天机器人处理候选人的**咨询**，是人工智能**释放**人力资源时间的另一种方式，从而使**人员**能够专注于只有人类才能处理的任务。

Homework

Homework

- 预习Text 1, 自学 Words and phrases
- 下节课抽查新单词。

END