B3 Recruitment *"I like candidates who tell me something that is going to make a difference to me."* Ann Richards

_____

vacant position/vacancy _____	Where do you look for vacant positions?
advertise sth/ad _____	Where does your company advertise vacant positions?
candidate _____	What should a successful candidate be like?
CV/cover letter _____	What should a successful CV/cover letter include?
experience _____	Do you carefully study experience of the candidates? What was the most interesting professional experience in your life?
qualifications _____	What are the necessary qualifications to do your job?
application letter _____	What do you usually write in an application letter?
apply for a job _____	What do you do before you apply for a job? How many jobs in your life have you successfully applied for?
join a company/the army _____	How do you welcome new people who join your company?
persuade sb to do sth _____	Do you think it's easy to persuade somebody to change their job? How can you persuade me to join your company?
job interview _____	How many candidates do you invite to a job interview? Can you remember your first job interview? What questions do you usually ask during a job interview?
shortlist _____	How do you know which candidates to shortlist for the job interview?
assess sb/assessment _____	Can you quickly assess if a candidate will make a good employee? How are employees in your company assessed?
employ/hire sb _____	When does your company hire people?
employee/employer _____	How many employees does your company have? Can you remember your first employer?
(un)employment _____	What is the unemployment level in your country?
procedure _____	Are the procedures in your company complicated?
headhunter _____	What does a headhunter do? Do you use headhunting agencies?
references _____	Do you always check the references?
referee _____	How do you contact the referees?
turn an offer down _____	What happens when the best candidate turns the offer down?
make an appointment _____	If you want to meet your boss, do you have to make an appointment?
recruitment agency _____	Does your company use recruitment agencies?
be appointed _____	Would you like to be appointed the CEO of your company?

VOCABULARY & GRAMMAR PRACTICE

1. Fill the gap in with the correct word.

vacant	letter	applying	interview	offer	appointment
agencies	appointed	join	experience	advertise	persuade

1) It is difficult to _____ managers to change their jobs.

2) Currently, my company has some _____ positions, would you like to apply?

3) We sometimes use recruitment _____ in order to hire employees.

4) If I want to meet my boss, I must make an _____ beforehand.

5) Unfortunately, the best candidate has turned the _____ down.

6) Sometimes, it takes a long time to fill an application _____ in.

7) One day, I will be _____ the CEO of my company.

8) I still have nightmares with the first job _____.

9) I am thinking of _____ for a managerial position.

10) In this business, _____ is very important.

11) We always organize a party for new employees who _____ our company.

12) We often use the Internet to _____ vacant positions.

2. Complete the sentences with a verb in the correct form. Use **Present Perfect** (*I have done*) or **Past Simple** (*I did*).

1) Our company _____ (*advertise*) the position of an assistant but there were no applications.

2) I _____ (*already, talk*) to that candidate. I'd like to meet some more candidates.

3) We _____ (*not deal*) with that problem yet. We're going to do it as soon as possible.

4) She _____ (*gain*) experience abroad that's why she's fluent in English.

5) - _____ you ever _____ (*write*) a CV? – Sure! But I _____ (*not do*) it for a long time.

6) The Personal Consultant _____ (*persuade*) me to apply for the vacant position. Unfortunately, I _____ (*turn*) the offer down because it was not good enough.

7) The job interview that I went to _____ (*involve*) solving some logical puzzles.

8) My boss _____ (*learn*) English for 5 years and then _____ (*stop*).

9) I _____ (*try*) to make an appointment with my boss. Unfortunately, I wasn't successful.

10) The manager _____ (*talk*) to the referee to confirm the references.

11) The headhunter _____ (*search*) for an employee for 6 months before he _____ (*find*) the perfect candidate.