

Master 1 Human Resources

Employing the right people :

Vocabulary :

A) In your opinion, which factors below are important for getting a job? Choose the five most important. Is there anything missing from the list? Which do you think are not important? Why?

appearance
intelligence
references
blood group

- hobbies/interests
- marital status
- age/gender
- sickness record

– experience
- contacts/connections
- astrological sign
- family background

- personality
- qualifications
- handwriting
- education

B) Think about jobs you've had and interviews you've attended. In pairs, ask each other about your best or worst:

1 a) job

b) boss

c) colleague.

2 a) interview experience

b) interview question

c) interview answer

B Discuss the statements :

1 - At work, appearance is more important than performance.

2 - You should keep your private life totally separate from your work.

3 - People don't change much during their working lives.

4 - It is best to work for as few companies as possible.

5- Everybody should retire at 50.

B - Complete the text with the words and phrases in the box :

curriculum vitae (CV)/resume
application form

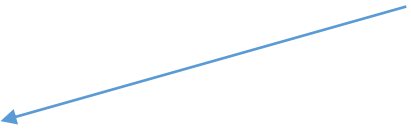
probationary period
psychometric test

interview
covering letter

These days, many applicants submit their..... ' speculatively to companies they would like to work for. In other words, they do not apply for an advertised job, but hope the employer will be interested enough to keep their CV on file and contact them when they have a vacancy. When replying to an advertisement, candidates often All in a(n) and write a (n) The employer will then invite the best candidates to attend a(n) Sometimes candidates will take a(n) S before the interview to assess their mental ability and reasoning skills. These days, it is normal for successful candidates to have to work a(n) in a company. This is usually three or six months; after that, they are offered a permanent post.

Homework : 4

1) Match the verbs (1-6) to the nouns (a-f) to make word partnerships :

- | | |
|----------------|-----------------------|
| 1 to train | a) a vacancy/post 1 |
| 2 to shortlist | b) an interview panel |
| 3 to advertise | c) the candidates |
| 4 to assemble | d) references |
| 5 to make | e) new staff |
| 6 to check | f) a job offer |
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2)Now decide on a possible order for the events above from the employer's point of view_

Send all your Homeworks before next Thursday night

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