

A person who works in the Personnel Department is explaining how they select candidates in her company.

1

If there's a vacancy,
I usually advertise it in-house
first of all.

2

If I don't find any suitable
candidates, then we advertise
the job in the papers.

3

We ask applicants to
send in their CVs.

4

We invite some of the
candidates to an interview.

5

After that, we draw up
a shortlist.

6

We ask some of the applicants
back for a second interview.

7

We choose the
best candidate.

8

Then I check his or
her references.

9

If everything's OK, we offer
the applicant the job.

Complete the sentences below to give a general description of the recruitment process. Use the passive in your answer.

1 The vacancy *is advertised in-house*.

2 If there are no suitable in-house candidates, the job

3 Applicants

4 Some candidates

5 A shortlist

6 Some applicants

7 The best candidate

8 The references

9 The successful applicant