

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.

3

We ask applicants to send in their CVs.

5

After that, we draw up a shortlist.

7

We choose the best candidate.

9

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

2

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

4

We invite some of the candidates to an interview.

6

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

8

Then I check his or her references.

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 ...