

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
-