UNIT 11 JOB ADVERTISING – INTERVIEWING - RECRUITING

I. GETTING STARTED

1. Look at the picture below.

Can you guess what it is about?

.....

.....

How do you know?

.....

.....

.....

2. Listen and fill the blank to complete the conversation. (File 1)

Interviewer: Hello, Maria. Thanks for coming in for the .....

Maria: It's my pleasure. Thanks for inviting me.

Interviewer: Well, as you know, the company has been expanding and we have an opening in our ..... department. We're creating a new role for someone to lead our training and development within the company.

Maria: Yes, I very much think that my skills and experience are a good fit for what you're looking for.

Interviewer: That sounds great. So, your CV looks strong, though it would be good if you could give us an ....., in your own words, of what you've been doing over the past four years or so.

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III. PRACTICE

Exercise 1. Listen and choose the correct answer. (File 2)

1. How many sales agents does Everset Corporation have?

A. 10,000

B. 11,000

C. 12,000

D. 13,000

2. Why is the company hiring new sales agents?

A. Because of the growing supply

B. Because of the growing demand

C. Because of the growing industry

D. Because of the growing competition

3. At least how many years of experience should an applicant have?

A. 4

B. 3

C. 2

D. 1

Exercise 2. Listen and choose the correct answer. (File 3)

68. What are the speakers mainly discussing?

(A) A job interview

(B) A company celebration

(C) An office relocation

(D) A landscaping project

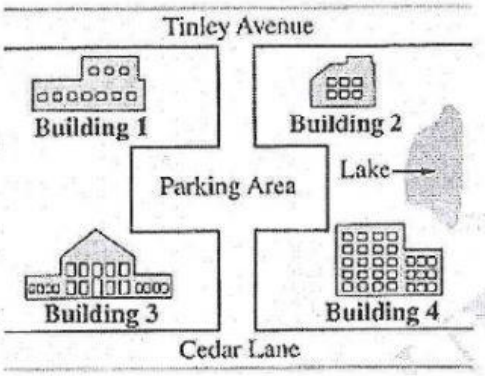
69. Look at the graphic. Which building is Silverby Industries located in?

(A) Building 1

(B) Building 2

(C) Building 3

(D) Building 4



70. What does the woman tell the man about parking?

(A) He should park in a visitor's space.

(B) He will have to pay at a meter.

(C) A parking pass is required.

(D) The parking area fills up quickly.

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Exercise 3. Listen and choose the correct answer. (File 4)

1. Why is the speaker calling?

a. To set up an interview

b. To finalize travel arrangements

c. To offer employment

d. To discuss an upcoming workshop

2. What does the speaker say the listener will be required to do?

a. Apply for a passport

b. Revise a document

c. Provide letters of recommendation

d. Move to another city

3. What does the speaker say will happen next week?

a. His company will be closed

b. A holiday party will be held

c. Registration will begin

d. Some prices will be lowered

Exercise 4. Choose the correct answer.

1. The successful candidate will be able to work effectively on ------- and as part of a team.

A. they

B. their

C. their own

D. themselves

2. Whether you're interested in the MCSE, CIW, or the CCNA, LaSalle Computer Learning Center offers the computer ------- that can help you reach your career goals.

A. train

B. trains

C. trained

D. training

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Exercise 5. Choose the correct answer.

October 7, 2018

ABC Corporation

Washington, D.C.

Dear all,

We advertised the position of Sales manager a week ago in the national newspaper. So far we've had more than fifty applicants for the job. As you know, we're offering a salary of $2,000 a month. We would prefer to appoint someone with a few years' experience in the field. Remember that we stated in the advertisement that high academic qualifications are not so necessary for a job like this. We need to stress that in this company all employees are treated in the same way. All staffs are entitled to an annual share in the progress of the company, and we believe that good working relations between managers and staff are essential. We've selected ten candidates to be interviewed next week. The successful candidate will take up his/her appointment from next month.

Thank you for your cooperation.

Best regards,

John Whitney

Personnel Manager, ABC Corporation

1. Who is this letter for?

(A) Applicants for a job

(B) An editor of a newspaper

(C) A manager of a company

(D) All employees of a company

2. What is this letter about?

(A) A job advertisement

(B) An announcement to job applicants

(C) A reminder to all employees

(D) An introduction of new employees

3. When will the new employee start his/her new job?

(A) In September

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(B) In October

(C) In November

(D) In December

4. Which of the following is true in the letter?

(A) Applicants with a few years' experience are preferred

(B) Applicants must have high academic qualities

(C) All applicants will be interviewed

(D) There is a difference in treatment between the managers and employees

Exercise 6. Choose the correct answer.

Our client is a leading global firm with an exceptional division in electronic security. With a strong, team-based company culture and a philosophy of development of employees they are one of the true employers of choice.

This role will be to lead multiple and diverse projects in electronic security. You will be responsible for all aspects of projects, from process compliance to managing technicians and contractors.

To apply, you must be a strong leader who is either a current project manager in electronic security or a leading technician who is clearly ready for the next step up. Salaries will be dependent upon experience. All include base salary, generous car allowance and all tools of trade. There will be bonuses tied to project KPIs.

This is a rare and real opportunity to join a leader in a position of influence where contribution truly matters.

Apply today by sending résumé in word format to John@gemteo.com.au or phone 0282431955 for a confidential discussion.

1. What is this advertisement about?

a. A job recruitment

b. A new company

c. A new project

d. A tender notice

2. What is the position advertised?

a. An electronic technician

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b. A security guard

c. A project manager

d. A contractor

3. Which is NOT a benefit of being the project manager?

a. Base salary

b. Transport subsidy

c. Project bonus

d. Health insurance

4. What is the requirement for résumé?

a. In excel format

b. In word format

c. In PDF

d. In paper

5. The word "confidential" in paragraph 6 is closet meaning to?

a. Public

b. Primary

c. Secret

d. Subordinate

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