



Recruitment

Job descriptions

Person specifications

Recruitment sources and advertising

The language of job descriptions

Exchanging information

Making suggestions

Agreeing and disagreeing

Job descriptions and person specifications are two important HR tools.

What type of information do they include? Sort the items below into the chart.

~~desirable skills~~

previous experience

reporting relationship (who person is
responsible to and for)

job title

practical requirements (shift work, travel, etc.)

location of workplace

skills and qualities needed for job

main purpose of job

qualifications/training

key duties/responsibilities

personal style/behaviour

Job description

Person specification

desirable skills

Choose the correct verbs to complete the sentences.

- 1 The training manager **reports to/manages/monitors** the general manager.
- 2 The suitable applicant must be able to **develop/work/implement** closely with branch offices and **develop/introduce/support** a good team spirit.
- 3 We need to **contribute/implement/train** new training courses and **identify/develop/manage** needs for the future development of the staff.
- 4 There is a certain amount of hands-on work which involves **carrying out/ensuring/contributing** training courses for U.K.-based personnel.
- 5 First you need to **maintain/prepare/operate** a new staff training manual.
- 6 U.K. branch offices need to be supported, so the job **maintains/ensures/involves** a lot of travelling.

Complete the gaps with verbs from the list to describe some of the competencies of a manager. Try to use each verb once.

build • develop • ensure • identify • improve • motivate • react to



A manager should be able to:

- _____ ¹ staff performance.
- _____ ² an effective team.
- _____ ³ change.
- _____ ⁴ staff.
- _____ ⁵ creativity.
- _____ ⁶ problems.
- _____ ⁷ deadlines are met.

Match these words and phrases from the person specification with their definitions.

☐ 1 to work on your own initiative

☐ 4 leadership

☐ 6 to coordinate

☐ 2 interpersonal skills

☐ 5 sound knowledge

☐ 7 training audit

☐ 3 open lines of communication

- a the ability to develop good relationships between yourself and others
- b to organize the different parts of an activity or the people involved so that everything works well
- c a careful examination to find out how much training is done and whether it is effective and necessary
- d creating and maintaining an atmosphere in which people communicate easily and effectively
- e to work independently, without anyone telling you what to do
- f a good level of information about or understanding of something
- g the ability to head a group or company

Match the words and phrases from the conversation with their meanings.

- | | |
|---------------------------|--|
| a keep (sb) posted | 1 discuss something |
| b disciplinary procedures | 2 (have been) given official approval |
| c have a word about | 3 an organization's private computer network |
| d merger | 4 inside a company |
| e trade paper | 5 when two companies become one |
| f cleared | 6 newspaper or magazine for a specific profession |
| g in-house | 7 keep somebody informed |
| h intranet | 8 ways of warning employees that they are breaking the rules |

Match the definitions (a–g) with the different sources of recruitment (1–7).

- | | |
|------------------------------|---|
| 1 word of mouth | a Internet recruitment sites for job seekers |
| 2 internal advertising | b magazines for specific professions |
| 3 media advertising | c organizations that match jobs with people's experience |
| 4 advertising in trade press | d letters received from people looking for a job (but not responding to an advertisement) |
| 5 online recruitment | e advertising vacancies inside a company |
| 6 recruitment agencies | f advertising jobs in the local or national press |
| 7 unsolicited applications | g passing on information by networking or talking to people |

Drag and drop the expressions to the correct section.

You have got a point (there).

So where/what are you planning to ...?

Well, we should consider ...

USEFUL LANGUAGE

Exchanging information

Can we just have a word about ...?
I'd like to be up to date on what's happening.

Well, firstly I thought I would ...
I'll look into it (though).

Making suggestions

I suggest we ...
In my opinion ...
What do you think about ...?
Actually, there is someone in the company who ...

Agreeing and disagreeing

I agree./I disagree.
I think so too.
Yes, (that's a) good idea.
(I'm) Not sure I agree with you there.