

## HUMAN RESOURCES

### Starting Up!

**A** In your opinion, which factors below are important for getting a job? Choose the five most important.

- Appearance
- Intelligence
- References
- Blood group
- Experience
- Contacts/connections
- Astrological sign
- Family background
- Hobbies/interests
- Age/gender
- Sickness record
- Marital status
- Personality
- Qualifications
- Handwriting
- Education

Is there anything missing from the list?

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Which do you think are not important?

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Why? \_\_\_\_\_

**C** Discuss the statements

Agree Disagree

- 1) At work, appearance is more important than performance.
- 2) You should keep your private life totally separate from your work.
- 3) People don't change much during their working lives.
- 4) It is best to work for as few companies as possible.
- 5) Everybody should retire at 50.

<input type="checkbox"/>	<input type="checkbox"/>

## Vocabulary

**A** Complete the text with the words and phrases in the box.

Curriculum vitae (CV)/résumé  
Application form

probationary period  
psychometric test

interview  
covering letter

These days, many applicants submit their \_\_\_\_\_ speculatively to companies they would like to work for. In other words, they do not apply for an advertised job, but hope the employer will be interested enough to keep their CV on file and contact them when they have a vacancy. When replying to an advertisement, candidates often fill in a(n) \_\_\_\_\_ and write \_\_\_\_\_. The employer will then invite the best candidates to attend a(n) \_\_\_\_\_. Sometimes candidates will take a(n) \_\_\_\_\_ before the interview to assess their mental ability and reasoning skills. These days, it is normal for successful candidates to have to work a(n) \_\_\_\_\_ in a company. This is usually three or six months; after that, they offered a permanent post.

**B** Match the verbs (1-6) to the nouns (a-f) to make word partnerships.

1. To train	a) a vacancy/post
2. To shortlist	b) an interview panel
3. To advertise	c) the candidates
4. To assemble	d) references
5. To make	e) new staff
6. To check	f) a job offer

**C** Listen to a consultant talking about the recruitment process to check your answer to exercise B.

**D** When companies are recruiting, what sort of qualities in employees do they look for?

Honesty, \_\_\_\_\_

**E** Look at the different types of people. Which do you think are the most desirable for companies to employ?

Match the descriptions above (1-10) to the adjectives in the box (a-j).

a) enthusiastic	b) adaptable	c) methodical	d) reliable	e) ambitious
f) objective	g) creative	h) analytical	i) authoritative	j) practical

This type of person:

1. Is able to come up with ideas \_\_\_\_\_
2. Is respected and listened to by others \_\_\_\_\_
3. Is able to see different points of view \_\_\_\_\_
4. Can see how to put ideas into action \_\_\_\_\_
5. Is determined to succeed in their career \_\_\_\_\_
6. Has lots of energy and often gets excited \_\_\_\_\_
7. Is concerned with details and getting things right even if it takes time \_\_\_\_\_
8. Likes to assess and evaluate \_\_\_\_\_
9. Is able to change with new situations \_\_\_\_\_
10. Is someone you can trust and depend on \_\_\_\_\_

**F** Listen to the adjectives in exercise E. Answer the questions.

1. Which three qualities listed in Exercise E best describe you?  
\_\_\_\_\_

2. Which of the different types of people have you worked or studied with?  
\_\_\_\_\_

3. Which of the different types of people do you think are easy or difficult to work with?  
\_\_\_\_\_

4. \_\_\_\_\_