

Listen to a prospective employer and the HR manager talking about a prospective employee they are about to interview. are the statements true or false?

Then, correct the false ones with your teacher

- a** The interviewers don't know anything about Andy.
- b** Andy has had many jobs before.
- c** The interviewers approve of Andy's previous work experience.
- d** Andy doesn't have the right qualifications for the job.
- e** This is the last stage of the hiring process.
- f** A strong work ethic is important to the employers.

Choose the correct verb form to complete the sentences from the conversation

- a** I'm really looking forward to **meet** / **meeting** Andy again.
- b** It's difficult to **know** / **knowing** with the younger generation if they will stay in the company for long.
- c** It is essential for us to **have** / **having** a candidate with the right kind of experience.
- d** It's important for us to **find** / **finding** someone with the right balance of experience and qualifications.
- e** He needs to **be** / **being** a strong character to deal with the kind of clients we have.
- f** He is likely to **stay** / **staying** with us for three to five years.

Listen to Andy explaining how he feels about going for his second interview for a new job. Complete the summary about why he is looking for a new job.

He's looking for a new job because he is interested in _____ new _____.
Besides, He has been in his present job for _____ and a _____ years, which is good by today's _____ - not too long and not too short. He thinks it is important to _____ companies occasionally as this is the _____ way to _____ about his _____ and to keep _____ as a professional.