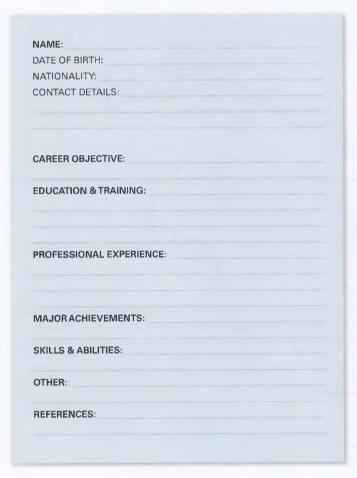


job interviews

Recruitment

Writing

1 Using the framework below, write a CV. Include three items of information that are not true.





Speaking

With a partner, exchange CVs and interview each other. Try to identify the three items in your partner's CV that are not true.

Listening

3 1:03 Listen to a consultant presenting the recruitment process to a group of HR Directors. Match the seven steps in the process with the summaries a)–g).

- 1 Set-up
- 2 Sourcing
- 3 Screening
- 4 Interviews
- 5 Feedback
- 6 Offer
- 7 Onboard
- a) The consultant adjusts all the variables to ensure the best candidate takes the job.
- b) The consultant and the line manager meet to draw up a profile of the ideal candidate.
- c) The consultant makes appointments for candidates to meet the line manager.
- d) A consultant uses phone conversations to eliminate or interest candidates.
- e) The consultant uses old and new channels to contact and attract the right profiles.
- f) The consultant continues to advise the new employee until they start work.
- g) The consultant gathers data to improve the process and help the line manager.

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flawlessly screen

Glossary

Discussion

4 As candidates, what can you do at each stage in the recruitment process to maximize your chances of success?