

CVs

job interviews

Recruitment

Writing

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

NAME: _____
DATE OF BIRTH: _____
NATIONALITY: _____
CONTACT DETAILS: _____

CAREER OBJECTIVE: _____

EDUCATION & TRAINING: _____

PROFESSIONAL EXPERIENCE: _____

MAJOR ACHIEVEMENTS: _____

SKILLS & ABILITIES: _____

OTHER: _____

REFERENCES: _____



Speaking

2 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).

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

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flawlessly
screen

Discussion

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