

Part 2

application • aptitude • board • candidates • covering • CV  
group-situational • in-basket • introduction • medical • one-to-one  
pre-selection • psychometric • short-list • turn down

The job advertisement will usually ask people interested in the post to send their 1. CV with a 2. letter or a letter of 3. , or they will ask people to write or call for an 4. form. The managers of the company will look at these, and go through a 5. procedure, where they choose or 6. applicants. They then prepare a 7. of possible 8. : these are the people who will then be invited for an interview. Interviews usually take one of two forms. The first is the 9. interview, with one applicant and one employer talking together. The second is the 10. interview, with one applicant being interviewed by several people at once.

There may also be tests to see whether the applicant is suitable for the post. There are several of these, including 11. tests (which look at psychological traits of the applicant), 12. tests, which test the applicant's skills and knowledge, and his / her potential for acquiring more skills and knowledge), 13. tests (where several applicants are put into an imaginary situation and decide how to deal with it), and 14. tests (in which an applicant has to deal with a number of imaginary tasks similar to those s/he would face in the job). Applicants may also have to go for a 15. test to see whether they are healthy enough for the work.

Part 3

appearance • circumstances • disposition • fixed-term • follow-up  
induction programme • intelligence • interests • offered • open-ended  
potential • probationary • references • seven-point plan  
skills • temporary

Many employers use a 1. seven-point plan when they recruit for a new post. They look at different aspects of the applicant to decide whether or not s/he has the correct 2. for the job. These include physical 3. (for example, is the applicant smart and well-presented?), educational qualifications, general 4. , special 5. , hobbies and outside 6. , mental and emotional 7. and family 8. .

If a candidate gets through the above stages, s/he will be asked to provide 9. from people who know him / her, and if these are positive s/he is then 10. the post. Before s/he actually starts working, s/he may go through an 11. to learn more about the company and the post. Sometimes, s/he may be given a 12. contract and have to complete a 13. period, where the employers make sure that s/he is suitable for the job before being offered an 14. or 15. contract. After s/he has been with the company for a while, there might be a 16. session, to assess how s/he is getting on in the post.