

# Intelligent Business

## Unit 9 Recruitment Review Questions from the Intermediate Coursebook

- 1) Which of the following does **not** mean recruiting new personnel?
  - a) taking on
  - b) employing
  - c) dismissing
- 2) Which part of a Curriculum Vitae (C.V.) gives information about your past work record?"
  - a) Skills
  - b) Experience
  - c) Qualifications
- 3) Which word is a synonym for candidate?
  - a) applicant
  - b) interviewer
  - c) employer
- 4) What is a cover letter?
  - a) a letter from your former boss to your new employer
  - b) a letter that you send with your CV to apply for a job
  - c) a letter informing you that you have been unsuccessful at interview
- 5) Which word means to make a request for a job?
  - a) to apply
  - b) to hire
  - c) to interview
- 6) Out of 400 applications, 10 candidates were ... for interview.
  - a) collected
  - b) rejected
  - c) selected
- 7) Applicants are asked to supply ... from past employers.
  - a) qualifications
  - b) references
  - c) requests
- 8) What does *to screen* candidates mean?
  - a) to invite them for interview
  - b) to examine their education and work background
  - c) to inform them whether or not they got the job
- 9) What are routine tasks?
  - a) special jobs
  - b) ordinary work
  - c) difficult jobs
- 10) In an interview, what are behavioural questions?
  - a) questions about the candidates paper qualifications
  - b) questions about their current position
  - c) questions about how candidates react in certain situations

