

HR LESSON 2

RECRUITMENT AND SELECTION

**In this lesson you will learn how to prepare a job description.
You will also revise the main job interview questions.**



- 1. PART 1: REVISION** from the first lesson
- 2. PART 2: READING & SPEAKING** exercises
- 3. PART 3: JOB INTERVIEW** – one of the methods of selection



REVISION FROM THE LAST LESSON:

- Explain the following words in English and Polish:

conscientious

to yield

tangible

asset



What are the key functions in HR Management?

LESSON 2

RECRUITMENT AND SELECTION



ANSWER THE QUESTION:

What is happening in the cartoon? How do you understand this cartoon?



THINK and ANSWER:

What do you find the most difficult in the process of recruiting and selecting people?

READING AND SPEAKING EXERCISE:



BEFORE READING → THINK: What is the link between recruitment and selection?

NOW READ THE TEXT:

Recruitment takes place from the point when a business decides that it needs to employ somebody up to the point where a **pile** of completed application forms has arrived for the **post**. Selection then involves choosing an **appropriate** candidate through a **range** of ways of sorting out **suitable** candidates leading to interviews and other tests.



NOW: TRY TO MEMORIZE THE WORDS ABOVE



EXPLAIN: WHAT ARE RECRUITMENT AND SELECTION?

While explaining use THE HIGHLIGHTED WORDS



EXERCISE 1

How to write a good job description? Match the heading from the box with the extracts of the job description below.

Essential experience	Job title	Key duties / responsibilities	Main purpose of job
Reports to		Responsible for	Workplace location

- _____ Sales Manager
- _____ Director of Sales
- _____ A team of 6 Sales Representatives / 1 assistant
- _____ To manage a sales team and provide leadership towards the achievement of maximum profitability and growth in line with company vision and values. To establish plans and strategies to **expand** the customer base in the marketing area and to **contribute** to the development of training and educational programmes for clients and Account Executives.
- _____ To develop a business plan and sales strategy for the market.

- To be responsible for the performance and development of the Account Executives.
 - To prepare action plans by individuals as well as by team for effective search of sales leads and prospects.
 - To assist in the development and implementation of marketing plans as needed.
 - To conduct one-on-one review with all Account Executives to build more effective communications, to understand training and development needs, and to provide insight for the improvement of Account Executive's sales and activity performance.
 - To maintain accurate records of all pricing, sales, and activity reports submitted by Account Executives.
 - To create and conduct proposal presentations and RFP responses.
 - To recruit, to test, and to hire Account Executives based on criteria agreed upon by senior management.
6. _____ A minimum 2 years of experience as Sales or Account Manager. Proven relationship management skills, strong business acumen and negotiation skills.
7. _____ Based in London, the job involves occasional travelling in Great Britain and Northern Ireland (e.g. to visit branch offices and carry out training programmes).

EXERCISE 2 – USEFUL LANGUAGE



For key responsibilities you can use the following verbs:

- To develop training programmes
- To work closely with branch managers
- To implement new training courses
- To prepare a staff training manual
- To carry out an audit
- To assess customer service
- To be responsible for training budget
- To identify future needs
- To involve extensive travelling
- To maintain or to keep at the same level
- To monitor or to check
- To support or to assist (wyjaśnienie w podświetleniu: to help / wspierać)
- To supply or to provide (wyjaśnienie w podświetleniu: to provide / dostarczyć)



EXERCISE 3 – USEFUL LANGUAGE

Choose the correct verbs to complete the sentences.

1. The training manager **reports to / manages / monitors** the general manager.
2. The suitable applicant must be able to **develop / work / implement** closely with branch offices and **develop / introduce / support** a good team spirit.
3. We need to **contribute / implement / train** new training courses and identify / develop / manage needs for the future development of the staff.
4. There is a certain amount of hands-on work which involves **carrying out / ensuring / contributing** training courses for U.K. – based personnel.
5. First you need to **maintain / prepare / operate** a new staff training manual.
6. U.K branch offices need to be supported, so the job **maintains / ensures / involves** a lot of travelling.



EXERCISE 4 – WRITING

Create your own job description.

- **REMEMBER** to keep the job descriptions: **simple, easy for job applicants to understand.**
- **DON'T USE:** complicated phrases, company jargon or abbreviations

Job INTERVIEW – one of the methods of selection



EXERCISE 1 - SPEAKING



What devices and methods of selection do you know?

■ How do they differ?

While answering this question you can use:

Differ in (e.g. The twins look alike, but they differ **in** temperament)

Differ from (e.g. His views differ considerably **from** those of his parents)

■ Which are the most effective ones?

While answering this question use:

In my opinion... / **I reckon ...** (I think, I believe / informal)

■ Do you find it difficult or easy to conduct a job interview?

EXERCISE 2 - Interview Questions

Do you know how to conduct a job interview in English?



Questions about work history. Build the questions:

1. What / expectations / to what / were / your / your / for / previous / and / extent / they / were / met?

2. What / responsibilities / were / your?

3. What / challenges / did / face / you / major?

4. Why / you / job / leaving / are / your?

5. What / last / since / job / have / you / doing / been / your?

Job Interview Questions About You



Translate the sentences into English:

1. Jaka jest Pańska mocna strona, a jaka słaba?

2. Jakie są Pani / Pana oczekiwania finansowe?

3. Co inni w Pani / Panu najczęściej krytykują?

4. Czy woli Pani / Pan pracować indywidualnie czy w grupie?

5. Proszę opisać trudną sytuację w pracy lub trudny projekt i jak Pani / Panu udało się ją przezwyciężyć?

Job Interview Questions About the New Job and the Company



Complete the sentences with the proper words:

anything

attributes

challenges

interests

contribute

1. What _____ you about this job?

2. What applicable _____ /experience do you have?

3. What _____ are you looking for in a position?

4. What can you _____ to this company?

5. Is there _____ I haven't told you about the job or company that you would like to know?