**I Complete the article about recruitment on the Internet with sentences *a – d* below:**

1. But as the test leads to a final interview, lying like this is simply a waste of everyone’s time.
2. Their computer test asks candidates questions like: ‘Why did you leave your last job?’ and then it responds to the answer.
3. One student says that it enables graduates to see lots of different options without having to send off for application forms, which can take a long time.
4. One way of doing this is by using selection tests on the Internet which will identify unsuitable applicants.

When it comes to recruiting graduates, clever firms are not just interested in how to attract the best candidates, but also in how to keep them. 1) \_\_\_\_\_. These tests can be used right up to the interview to make sure that only the best candidates get through to this stage. Human Resources experts think that with the increase in Internet use, recruitment using computer testing is a growing and inevitable trend.

In the States, Macy’s department store takes on hundreds of extra staff at peak season. It already selects the best candidates through computer testing. 2) \_\_\_\_\_. It also finds out how candidates might react in certain situations. The test is then marked by the software, and if the candidate is successful his / her computer gets in touch with the right person at Macy’s to arrange a personal interview.

However, there are some drawbacks. For example, an applicant who has no personal skills could get a friend to do the test. 3) \_\_\_\_\_\_.

Like the employers, students too can see the benefits of using recruitment methods available on the Internet.

4) \_\_\_\_\_. Nevertheless, many still feel that it is important to go to traditional recruitment fairs. Here they can actually meet people who have been through the recruitment process and have managed to get jobs with their chosen companies.

*(Profile 2*, WB)

**KEY**

When it comes to recruiting graduates, clever firms are not just interested in how to attract the best candidates, but also in how to keep them. 1) **D**. These tests can be used right up to the interview to make sure that only the best candidates get through to this stage. Human Resources experts think that with the increase in Internet use, recruitment using computer testing is a growing and inevitable trend.

In the States, Macy’s department store takes on hundreds of extra staff at peak season. It already selects the best candidates through computer testing. 2) **B**. It also finds out how candidates might react in certain situations. The test is then marked by the software, and if the candidate is successful his / her computer gets in touch with the right person at Macy’s to arrange a personal interview.

However, there are some drawbacks. For example, an applicant who has no personal skills could get a friend to do the test. 3) **A**.

Like the employers, students too can see the benefits of using recruitment methods available on the Internet.

4) **C**. Nevertheless, many still feel that it is important to go to traditional recruitment fairs. Here they can actually meet people who have been through the recruitment process and have managed to get jobs with their chosen companies.

**II Study these words and expressions in the text and choose the correct definition:**

1. *recruiting graduates*

a) teaching students how to do something b) employing people who have just left university

2. *an inevitable trend*

a) an unattractive fashion b) something that is sure to happen

3. *send off for*

a) ask for something to be sent by post b) dismiss somebody

4. *at peak season*

a) when regular staff are on holiday b) the busiest time of year

5. *drawbacks*

a) disadvantages b) extra expenses

**KEY**

1b

2b

3a

4b

5a

**III Write short answers to these questions about the text:**

1. What are the aims of intelligent organizations when it comes to recruiting graduates?
2. How can computers help with recruitment?
3. What basic problem exists with computer recruitment tests?
4. What advantage do traditional recruitment fairs have over computer recruitment methods?

**KEY**

1. The main aim is to recruit the best people and to keep them.
2. They can help to choose the most suitable candidates for personal interview.
3. People can cheat by asking friends to do the tests for them.
4. You can actually meet and talk to people who have been through the recruitment process.

**IV Match the forms of address *1 – 4* to the people *a – d:***

**KEY**

**↓**

|  |  |
| --- | --- |
| 1. Dear Sir or Madam **(C)** 2. Dear Mr Smith **(A)** 3. Dear Ms / Mrs / Miss Biggs **(D)** 4. Dear Pierre **(B)** | 1. a man whose surname you know 2. someone you know quite well 3. a person whose name you do not know 4. a woman whose surname you know |

*Note: For addressing women,* ***Ms*** *is a more neutral title than Miss (unmarried women) and Mrs (married).*

**V How would you begin and end *a business letter* to:**

1. a woman called Angela Pike whom you have never met before?

*Dear Ms Pike / Yours sincerely*

1. an official at the town hall?

*Dear Sir or Madam / Yours faithfully*

1. a man called Augustus Phelps, whom you know quite well and have done a lot of business with in the past?

*Dear Augustus / With best wishes*