

Hiring an Employee

STEP 1 PREPARATION

The HR director, Jeff, and the general manager, Sophia, are meeting to discuss candidates for an open job position. Listen to the conversation and answer the following questions.

- 1 Which candidate do they prefer and why?
- 2 What are the relative strengths of Diane over Andrew?
- 3 Why is Jeff hesitating to hire Diane at the moment?



STEP 2 LISTENING

Listen to the conversation again and fill in as many blanks as you can.

- Jeff So after _____, two candidates, Diane and Andrew really stand out.
- Sophia I agree. Well, between Diane and Andrew, _____ the better candidate?
- Jeff It's a tough one. The both are very qualified.
- Sophia Right. Well, what we really need is a smart person who will _____ our organization.
- Jeff Yes, Diane is probably _____. I think her dynamic style aligns well with our organizational culture.
- Sophia Then, what's _____?
- Jeff Well, the main issue I'm worried about is compensation. Her salary history suggests she wants something _____ of our range.
- Sophia Well, let's give her an offer and see how she reacts. _____ we can keep Andrew on the back burner.
- Jeff _____ what I was thinking.

STEP 3 LANGUAGE DEVELOPMENT

Complete the sentences with the right expressions from the box below.

- | | |
|-----------------|----------------------|
| ① candidate | ⑤ compensation |
| ② stand out | ⑥ in the meantime |
| ③ fit well with | ⑦ on the back burner |
| ④ hold back | ⑧ that's exactly |

- 1 Both of these solutions don't _____ the current economic need.
- 2 So, let's put that plan _____.
- 3 Every advertising company wants their products to _____.
- 4 She spent four years studying for her degree. _____, she continued to work at a bank.
- 5 They are interviewing three _____ for the post of sales manager.
- 6 The poor economic situation has _____ investment in new technology.
- 7 _____ what I've been telling you all along.
- 8 Our _____ is the same as that of other companies.

STEP 4 ROLE-PLAY

Choose either A or B and have a conversation with your partner according to the directions. Then, switch roles and repeat the conversation.

A

- Ask B which candidate is better.
- Tell B that we need to choose the one who will fit well with our company.
- Ask B why he or she is hesitating to hire him or her.
- Tell B that you will give him or her an offer first.

B

- Tell A that they are both qualified.
- Tell A that one candidate is better than the other.
- Tell A that he or she might want a higher salary than expected.
- Tell A that you have the same idea.

Interview with a Training manager

STEP 1 PREPARATION

Andrea is a training manager for a human resources department. Dylan is interviewing her. Listen to the conversation and answer the following questions.

- 1 What do you think Dylan's job is?
- 2 What does Andrea do as a training manager?
- 3 What kind of training programs does Andrea run?



STEP 2 LISTENING

Listen to the conversation again and fill in as many blanks as you can.

- Dylan So Andrea, tell _____ about your job as a training manager.
- Andrea Well, basically, I'm responsible for the effective planning and execution of training and development programs _____.
- Dylan I see. And what exactly does that entail?
- Andrea Quite a lot, actually. Let's see ... I consider the _____ in order to drive training initiatives. I also identify the range suitable training solutions for employees. This means I need to _____ all aspect of the training programs to educate people on standard processes and to enhance performance according to the needs of the company.
- Dylan And what kind of programs _____?
- Andrea We run the full gamut really - quality control, work measurement, human resources, manufacturing methods, _____, you name it.
- Dylan Okay. Can you tell us more about some of your specific duties?
- Andrea Sure. For example, I oversee the development of training content _____ course outlines.

STEP 3 LANGUAGE DEVELOPMENT

Complete the sentences with the right expressions from the box below.

- | | |
|-------------------|-------------------|
| ① responsible for | ⑤ according to |
| ② basically | ⑥ quality control |
| ③ execution | ⑦ you name it |
| ④ enhance | ⑧ oversee |

- 1 Although the original idea was good, its _____ has been disappointing.
- 2 Individuals will be _____ their own personal developments which will be measured against agreed standards of business performance.
- 3 A steering board is being established to _____ the work.
- 4 He believes that organizational effectiveness is _____ by fair and ethical management.
- 5 Prices are variable _____ the rate of exchange.
- 6 _____, these are the database administrator's tasks.
- 7 He owns sport teams, cable companies, _____.
- 8 The _____ process did not completely eliminate defective products.

STEP 4 ROLE-PLAY

Choose either A or B and have a conversation with your partner according to the directions. Then, switch roles and repeat the conversation.

A

- Ask B what he or she does as a training manager.
- Ask B what he or she does in more detail.
- Ask B what kind of programs he or she runs.
- Ask B what his or her specific duties are.

B

- Tell B what you do.
- Explain to B what you do in more detail.
- Tell B about the programs you run.
- Tell B about your duties.