

BULATS Speaking practice on the topic of recruitment

Student A (Examiner)

Part One

Ask your partner a few personal past, present and future questions on studies, hobbies and/ or home town, then questions about jobs such as:

- What do you do? Why did you choose that job?
- Do you need any particular skills or training for that job?
- What job would you like to do in the future?

Part Two

Say "Please choose one of the two topics on this worksheet to talk about for one minute. You have one minute to prepare what you are going to say. You can make notes on this scrap paper to help you if you like" and hand over the Student B Worksheet to prepare. After a minute ask "Which topic did you choose?" and prompt them to start speaking.

Describe a job that you would like to apply for. You should say:

- what the job is
- what qualifications and experience you need to get that job
- what the application process is

Do you think you are likely to get the job? Give reasons for your answer

Talk about the recruitment process in a company you know about. Include in your presentation:

- what the stages of the process are
- what candidates have to do at each stage
- what the company does at each stage

And say whether you think that is a good process or not, and why.

Stop your partner after one minute and ask 1-2 questions about what they said, e.g. "You said... Do you think...?", "Why do you think that...?" or "Would you say that...?"

Part Three

Say "Now we are going to have a conversation together. You are looking for a company to provide temp staff and I am someone who works for a recruitment agency. Ask me for some information about my company's services, including the information on this sheet." and hand them the Part Three Student B sheet. Let your partner lead the conversation.

Answer questions from your partner about the things below, or any other questions they ask. Use the information below and make up any answers which are not written there.

- **The kinds of staff which are available:** All kinds, including technical staff, accounting staff and admin staff
- **How long it takes to find staff:** Usually under a week, but longer for more specialists
- **Costs:** 500 dollars to sign up, then 5% of the worker's wages for the first three months

Then discuss "What are the advantages and disadvantages of using a recruitment agency to staff your company?"

You can also give your opinion, but make sure that your partner does most of the speaking. You will probably need to ask further questions on this topic to keep the conversation going.

Student B (Candidate)

Part Two

Choose one of the two tasks below and prepare what you are going to say for one minute. You can make notes to help you if you like.

Describe a job that you would like to apply for.

You should say:

- what the job is
- what qualifications and experience you need to get that job
- what the application process is

Do you think you are likely to get the job? Give reasons for your answer

Talk about the recruitment process in a company you know or know about.

Things to include in your presentation:

- what the stages of the process are
- what candidates have to do at each stage
- what the company does at each stage

And say whether you think that is a good process or not, and why.

BULATS Speaking practice on the topic of recruitment- Student B (Candidate)

Part Three

You are thinking of using a recruitment agency to find temp staff for your company. The person you are talking to works for a recruitment agency and has come to your office to give you some information on their services.

Find out this information:

- the kinds of staff which are available
- the length of time needed to find people
- costs

Then discuss this question together:

What are the advantages and disadvantages of using a recruitment agency to staff your company?