

**21a**

*Choosing the right candidate*

**Recruitment details**

**Technical Consultant**

(Southern and Eastern Africa)

SALARY £30,000 + 2-year contract

Onito Limited is a company with 25 years' experience in consultancy and training. We provide technical assistance for projects in developing countries.

We are looking for someone to manage environmental projects in South and East Africa: nature conservation, water management, pollution control and agricultural development.

You will be responsible for administration and financial control and will have to work with government departments in each country. We would like to hear from people with suitable work experience and an interest in development aid. Good written and spoken English is important and knowledge of the area is an advantage.



	<b>CANDIDATE 1</b> <i>Greg Harris</i>	<b>CANDIDATE 2</b> <i>Lisa Simpson</i>
Personal details (marital status, age, languages spoken, interests)		
Education		
Qualifications		
Experience of other countries		
Work experience		

**21b**

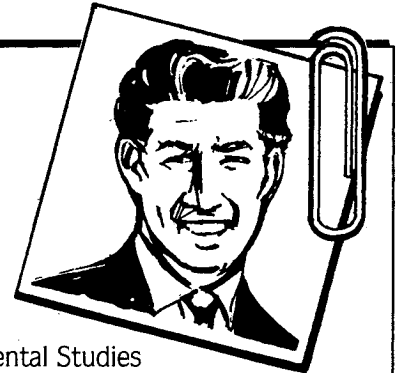
# Choosing the right candidate

CVs

## Student A

### CURRICULUM VITAE

Name	Greg Harris	Date of Birth	28/5/66
Nationality	Australian	Marital Status	Married



#### Education and Qualifications

1984–88	University of Melbourne	BSc in Environmental Studies
1989–90	Agricultural College of Santiago, Chile	MSc in Agricultural Science

#### Work Experience

1988–89	Voluntary Service Overseas (VSO)	Research assistant on water pollution study in Brazil.
1991–93	Ministry of Agriculture, Egypt	Assistant to Head of 'Clean Water Project'.
1993–present	JM Hopper Farms, Kansas, USA	Working as an agricultural consultant for a large private farm.

#### Languages

English	Good spoken and written
Portuguese	OK for everyday conversation

#### Interests

Sports, cinema and theatre

## Student B

### CURRICULUM VITAE

Name	Lisa Simpson	Date of Birth	22/1/60
Nationality	American	Marital Status	Single



#### Education and Qualifications

1978–85	Stanford University, California	PhD in Agricultural Economics
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#### Work Experience

1985–86	Stanford University	Assistant Lecturer in Department of Human Sciences
1986–89	Columbia University, New York	Lecturer in Agricultural Economics
1989–92	Center for Policy Studies, Mexico	Advisor to Mexican Department of Agriculture
1992–present	Overseas Development Organisation	Press Officer in New York office

#### Languages

English	Fluent	Spanish	Fluent
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#### Interests

Politics, travel, reading and walking

Teacher's Notes

# Choosing the right candidate

Worksheets

21a

and

21b

NOTE: Use Worksheets 21a and 21b for this activity.

## ACTIVITY

Pairwork: reading, speaking

## AIM

To ask and answer questions about someone's education, qualifications and work experience.

## GRAMMAR AND FUNCTIONS

Talking about experiences

Present perfect simple contrasted with past simple

## VOCABULARY

Job advertisements: *suitable, experience, a qualification, CV, an advantage, to provide, knowledge*

Development: *environment, conservation, pollution, farmer, agriculture, developing, aid project*

## PREPARATION

Make one copy of the top section of Worksheet 21a (recruitment details) for each student. Make one copy of the bottom section of Worksheet 21a (recruitment details) for half the class (interviewers). Make one copy of Worksheet 21b (CVs) for the other half of the class (interviewees). Cut out the Student A and Student B sections as indicated.

## TIME

30 minutes

## PROCEDURE

- 1 Tell the students that they are going to look at a job advertisement and that half the class will be interviewers and the other half interviewees.
- 2 Give the students a copy of the top section of Worksheet 21a and ask them to find out what the job is and what qualifications are needed for it. Discuss the answers with the whole class.
- 3 Divide the class into two groups: interviewers and interviewees.
- 4 Divide the interviewees into Student As and Student Bs and give them the appropriate CV on Worksheet 21b. Ask them to read their CV and to think about why they are applying for the advertised job.
- 5 Put the interviewers into pairs and ask them to study the table on the bottom of Worksheet 21a and prepare the questions they are going to ask.
- 6 When they are ready, either ask each interviewer to interview one candidate, or ask the two interviewers to interview the candidates in turn, one after the other.
- 7 The two interviewers should now decide on which of the two candidates is most suitable for the job.
- 8 Ask students to report back to the class, giving reasons for their choice.

## FOLLOW-UP

Ask the interviewers to write a short memo to their managing director explaining who they have chosen for the job and why. Ask the interviewees to write a letter of acceptance for the job.