

Business BENCHMARK

UPPER-INTERMEDIATE

Progress Test 1 Units 1–4

Name _____

Class _____ Date _____

Listening

Listen to two managers, Caroline and Jason, talking about arrangements for interviewing candidates for a job. For questions 1–8, write one or two words or a number in the gap. You will hear the recording twice.

Example: Caroline returned from her trip this morning.

- 1 Caroline has already received the candidates' _____.
- 2 The purpose of the meeting tomorrow morning is to _____ on the candidates.
- 3 A few changes have been made to the _____ which candidates carry out prior to the interview.
- 4 The interviews will be held in the room next to the _____.
- 5 Mr Fraser's interview will take place at _____.
- 6 At 11:30 Jason plans to talk with the _____.
- 7 Candidates will only be given a tour of the building if they are _____.
- 8 Jason and Caroline will discuss the outcome of the interviews on Wednesday at _____.

8

Reading

Read the article about company inductions and complete questions 1–6.

WELCOMING NEW EMPLOYEES

Companies spend large amounts of money on finding the right person for the job. But all too often this effort is undermined by failing to give new employees an effective induction, which has a direct effect on staff retention.

A common tool for induction is the information pack but according to Natalia Santoro, a human resources consultant, this does not work well. Employees want to meet people, and ask questions and this 'one size fits all' approach is becoming old fashioned. It fails to take into account the different concerns of recruits who are changing career, for example, compared with those who have arrived from a similar post.

Allocating an existing member of staff as a workmate or 'buddy' is a good way to supplement the standardised package. Presentations from senior managers can be rather hyped up and do not always give recruits an accurate idea of what the day-to-day work in the company will be like. Buddies offer a more matter-of-fact view, although, of course they should still accentuate the positive. Some companies go further by encouraging new employees to support each other. At Morgan Stanley, for example, email groups are set up so that new recruits at different branches can keep in touch.

It goes without saying that one purpose of induction is to make the new member of staff feel welcome. At Google, for example, a welcome balloon is tied to new employees' desks, something which is not just a fun gesture but also reminds everyone where the new people will sit. Companies may also offer gifts; Google gives their new recruits £100 to spend in the company shop and Innocent Drinks provides them with a hamper of tasty treats.

Natalia Santoro also emphasises the importance of gathering data from new employees. At many companies, such as Fairburn Private Bank, recruits meet with the managing director at the end of the induction. Sometimes this process may plug any remaining gaps in their knowledge. More importantly, their feedback should ensure that the induction package is suitably revised for the next intake, a vital process in today's rapidly changing world.

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UNITS 1–4

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Albert A Gayle



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