

THE RECRUITMENT PROCESS: HOW TO HIRE THE PEOPLE YOU NEED

STEP 1-> Guess the meaning of these words and place them in a chronological order:

- A. send a covering letter B. Job ad C. job offer D. accept a job offer**
E. apply F. send a resumé (CV)

STEP 2: Read the following job ads and find the key elements included: (complete the grid below)

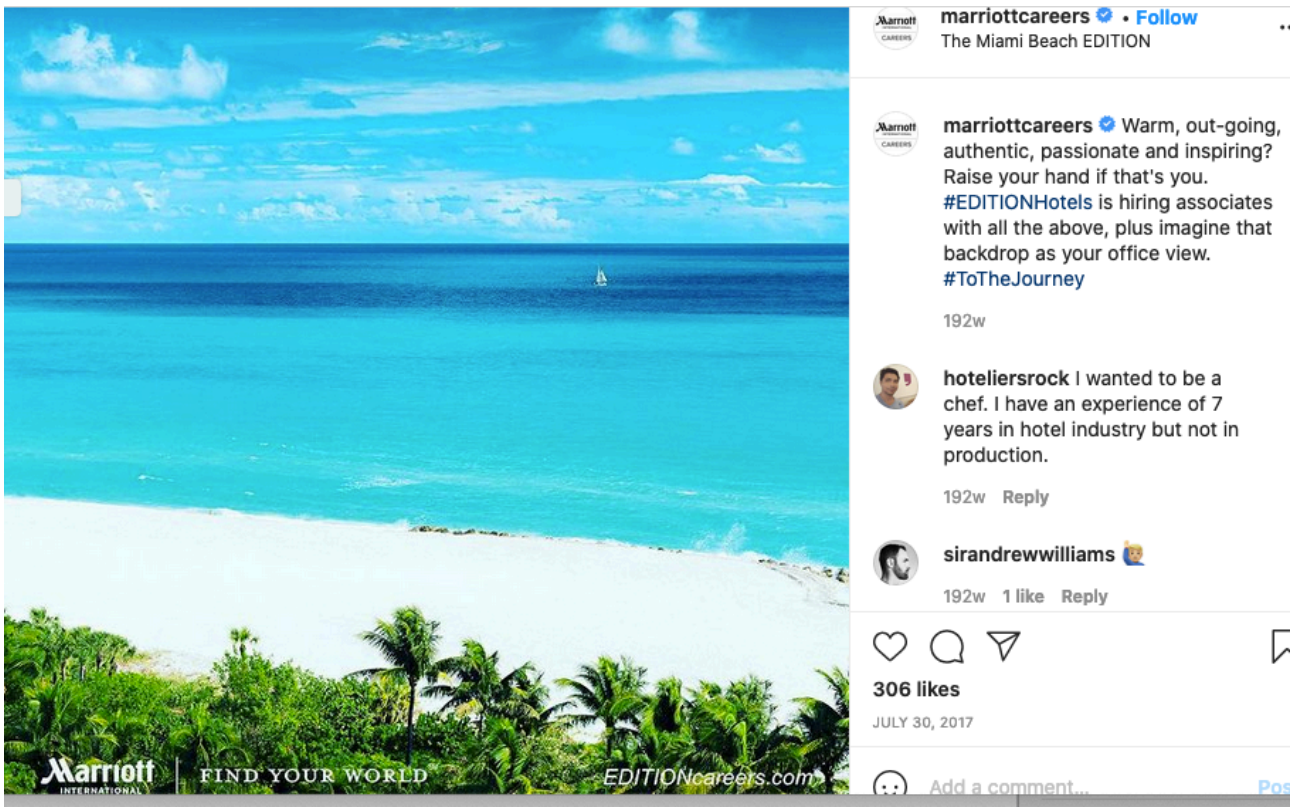
AD 1:
<https://apply.workable.com/hirevue/j/F90FF36649/>

AD2:

Disney Careers

"There are many opportunities to get new experiences and improve skill sets. I've spent my entire career at Disney in Enterprise Financial Services and have learned something completely new in every role." - Jenny, Finance Manager. Discover a world of opportunity in a finance and accounting role. Apply today! <http://di.sn/6181E38mT>

AD 3:



The image shows a social media post from Marriott Careers. The main visual is a vibrant tropical beach scene with turquoise water, white sand, and palm trees under a blue sky. The post text reads: "marriottcareers Warm, out-going, authentic, passionate and inspiring? Raise your hand if that's you. #EDITIONHotels is hiring associates with all the above, plus imagine that backdrop as your office view. #ToTheJourney". Below the text are two replies: one from "hoteliersrock" stating they want to be a chef with 7 years of hotel industry experience but not in production, and another from "sirandrewwilliams". The post has 306 likes and is dated July 30, 2017. At the bottom, there is a comment input field and a "Post" button.

AD 4:



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HubSpot

hubspotlife We're excited to be named a Best Workplace in Technology by Great Place to Work thanks to employee feedback! We're proud of the company culture we've built as we've grown to over 2,500 employees globally to make HubSpot a place that people love to come to work every day. Interested in learning more about our company culture? Check out the announcement here: <https://www.greatplacetowork.com/best-workplaces/technology/2019> ❤️

Interested in adding to our culture? We're hiring! Check out our open jobs at <https://www.hubspot.com/jobs> 🙌

115w

229 likes

JANUARY 17, 2019

Best Workplaces in Technology
Great Place to Work. USA 2019

HubSpot
NAMED THE #6 BEST WORKPLACE

AD 5:

IBM Talent Acquisition Optimization

Location: Krakow, PL

CULTURE
Take your career to the next level working with amazing people around the world

INNOVATION
Use the power of IBM and Watson to innovate and reinvent the future

BE REMARKABLE
Work for a company who gives you a platform to do amazing things

What are we looking for?

- Significant recruiting experience with a proven track record in delivery
- The ability to consult with our clients, advising on better processes/systems
- Exposure to P&L Ownership, Change Management and Service Improvement
- Experience managing people, and a deep understanding of the RPO and Consulting environment
- A passion for building and motivating world class, high-performing teams

Apply now...

t&e talent & engagement

AD 6:

**“A FIN AL AVVV
WON MOH BEFAW
AH GO OME.”**

**IF YOU'RE AN EXPERIENCED BARTENDER
AND YOU CAN DECIPHER THIS BABBLE,
WE'D LIKE TO HEAR FROM YOU.**

Walk-in interviews from Monday 20th to Wednesday 22nd April
from 2pm till 5pm at Dallas Restaurant & Bar, 31 Boat Quay,
Singapore. Singaporean and PR only. Applicants may also apply
via email at admin@dallas.sg or call 6532 2131.

(Those lacking a great sense of humour need not apply).

www.dallas.sg



Now fill in the grid and tick the type of information you have in each ad:

| elements | AD 1 | AD 2 | AD 3 | AD 4 | AD 5 | AD 6 |
|------------------------------------|------|------|------|------|------|------|
| - paid leave benefits | YES | | | | | |
| - salary | | | | | | |
| - work life balance | | | | | | |
| - atmosphere | | | | | | |
| - company culture | | | | | | |
| - qualities required | | | | | | |
| - health benefits | | | | | | |
| - duties: description of the tasks | | | | | | |
| - qualifications | | | | | | |
| - experience needed | | | | | | |
| - humour | | | | | | |
| - contact details | | | | | | |

Your turn!

Write your own job ad for your virtual company.

Your ad should contain:

- **a description of the tasks**
- **the benefits included (and the wages)**
- **a portrait of the company**
- **a list of qualities needed**
- **contact details**

You can add any extra information you like and even try to be funny and creative!