

Human Resources 3 – Recruiting



Warm-up

- What qualities make a successful recruiter?
- When conducting interviews, what techniques do you find most effective in assessing a candidate's suitability for a role?
- Have you ever encountered a situation where a candidate became visibly stressed during an interview? How did you handle it?
- Can you share an example of a time when you had to ask probing questions to better understand a candidate's qualifications and experience?
- In your opinion, what are some key indicators that a candidate can handle stress and pressure in a professional setting?



Interview Questions

In interviews, asking the right questions is crucial for understanding a candidate's qualifications, experiences, and problem-solving skills.

Present simple

Used when asking about general skills, abilities, or routine tasks.

Formation: Question word (if needed) + auxiliary verb/be + subject + base form of the main verb

How do you prioritize tasks in a high-pressure environment?

Present Perfect

Used when asking about experiences up to the present moment.

Formation: Question word (if needed) + have/has + subject + past participle of the main verb.

Have you ever worked on a cross-functional team?

Past simple

Used when asking about specific experiences in the past.

Formation: Question word (if needed) + did/be + subject + base form of the main verb.

What was the most challenging project you completed in your previous role?

Present continuous

Used when asking about ongoing tasks or situations

Formation: Question word (if needed) + be + subject + present participle of the main verb.

What are you currently working on to enhance your professional development



1. Complete the following questions using the appropriate question formation.

1. *Example:* (Present Simple) ...tasks in a high-pressure environment? (how/to prioritize)

How do you prioritize tasks in a high-pressure environment?

2. (Present Perfect) ... in a cross-functional team? (ever/to work)

Have you ever worked in a cross-functional team?

3. (Past Simple) ... the most challenging project you ... in your previous role? (what/to be/to complete)

What was the most challenging project you completed in your previous role?

4. (Present Continuous) ... on to enhance your professional development? (what/currently/to work)

What are you currently working on to enhance your professional development?

5. (Present Simple) ... compliance with company policies and regulations? (how/to ensure)

How do you ensure compliance with company policies and regulations?

6. (Present Perfect) ... a team through a major project? (ever/to lead)

Have you ever led a team through a major project?

7. (Past Simple) ... an example of a difficult situation you ... in a previous job? (can/to give/to handle)

Can you give an example of a difficult situation you handled in a previous job?

8. (Present Continuous) ... to stay updated on industry trends and best practices? (what/to do)

What do you do to stay updated on industry trends and best practices?



2. Write four questions of your own, using the different forms. Share your questions with the class.

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3. Choose two of the questions above and write down tips on the right and wrong ways to answer them. Share your tips with the class.

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4. Choose four questions from exercises 1 and/or 2 and interview a partner. Swap roles acting as the interviewer and interviewee.



5. You're going to watch a video called *How your unique story can get you hired*. Before watching the video discuss the questions below.

1. Can you think of a time when personal experiences influenced your career choices? How did they shape your decisions?
2. What are the advantages of having a diverse workforce in a company?
3. In your opinion, how important is it for employees to share their personal experiences in a professional setting?





6. Match the difficult words from the video to their definitions:

1. Liability *c*
2. Differentiating *f*
3. Accrued *d*
4. Cum laude *g*
5. Advocacy *e*
6. Compassionate *a*
7. Don't fit the mould *b*

- a. Having a strong feeling of sympathy and sadness for the suffering or bad luck of others.
- b. Being unconventional or not adhering to established norms or expectations.
- c. Legal responsibility or, more broadly, aspects that may seem like disadvantages
- d. The gradual accumulation of money or financial benefits over time, often used in accounting to describe unpaid obligations like interest or wages.
- e. The action of supporting or recommending a particular cause or policy.
- f. Distinguishing or setting something apart from others.
- g. A Latin term used in U.S. academic contexts to signify an honour conferred upon a student for exceptional performance.



7. Discuss the questions below.

- What strategies can HR professionals use to identify and leverage hidden strengths within candidates who may have perceived *liabilities* in their background?
- In a competitive job market, what strategies can companies use to *differentiate* themselves to attract top talent?
- Accrued benefits are rewards employees earn over time, like sick leave or personal time off, which they receive later. How can a company's policy on *accrued* benefits affect its attractiveness to potential candidates?
- How might a candidate mentioning that they graduated *cum laude* impact their chances of being selected for a job?
- How can HR professionals serve as *advocates* for employees within the organization, ensuring their concerns are heard and addressed?

- How can HR professionals demonstrate *compassion* when dealing with employees facing personal challenges or difficulties at work?
- Have you ever been involved in a situation where a company needed to *remake* its image or approach to recruitment? What strategies could be effective in such a situation?



8. Watch the [video](#) *How your unique story can get you hired*¹ and discuss the questions below.

1. What does the speaker suggest about self-doubt in relation to career success?

The speaker suggests that self-doubt about one's experiences can be a key factor in driving career success. Instead of seeing these doubts as a hindrance, the speaker encourages individuals to transform how they perceive their own stories and use them as a source of strength.

2. How does the speaker encourage individuals to view their unique experiences?

The speaker encourages individuals to view their unique experiences as differentiating strengths. They emphasize the idea that even if someone doesn't fit the traditional mould or has taken an unconventional path, the skills acquired along the way can be valuable in the workforce. The speaker advises individuals to identify these experiences and confidently share them, as they could be the ticket to landing a great job.

3. Do you agree that personal experiences should be openly discussed in interviews? Why or why not?



¹ https://www.youtube.com/watch?v=wY7Tn-JW9No&ab_channel=TED