ANSWER KEY WITH EXPLANATIONS

Job Interview Vocabulary Quiz: Shortlist, Referee, Notice Period

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https://englishtestsonline.com/job-interview-vocabulary-quiz-shortlist-referee-notice-period/

1	**D**	2	**B**	3	**A**	4	**C**	5	**D**	6	**A**	7	**B**	8	**C**	9	**B**	10	**A**
11	**D**	12	**C**	13	**A**	14	**C**	15	**B**										

Explanations

1. After a year of ___, Tom finally found work at a garden centre.
✔ **D) job hunting**
Job hunting is the whole search for work: searching sites, sending CVs and waiting.

2. I had no time to search myself, so I signed up with a ___.
✔ **B) recruitment agency**
A recruitment agency is a company that employers pay to find staff. It sends you to interviews.

3. A rival law firm ___ him with an offer he couldn't refuse.
✔ **A) headhunted**
You are headhunted when another firm contacts you, though you never applied, because they want you.

4. Read the ___ carefully: it lists every duty of the role.
✔ **C) job description**
The job description lists the duties of the job and what the employer wants.

5. During the summer she did an unpaid ___ at a film studio.
✔ **D) internship**
An internship is a few weeks or months of work for experience. The person doing it is an intern.

6. We received 250 ___ for the post and invited five to interview.
✔ **A) applicants**
An applicant is someone who has sent an application. The few on the shortlist become candidates.

7. Teamwork and planning are ___ skills: useful in almost any job.
✔ **B) transferable**
Transferable skills are skills you take with you into any job.

8. On a British job application form, a referee is:
✔ **C) a former boss or teacher who will describe you**
A referee agrees to tell an employer about you. What they write is a reference.

9. Out of 80 applications, only six were ___ for interview.
✔ **B) shortlisted**
Be shortlisted for means be one of the few people invited to interview.

10. The ___ was made up of the manager, a nurse and a patient.
✔ **A) interview panel**
An interview panel is a group of three or four people who interview you together.

11. Before the interview, every candidate sat a 40-minute ___ of number and word puzzles.
✔ **D) aptitude test**
An aptitude test is a timed test of how well you think, not of what you studied.

12. If you don't ___ within a week, ___ with a polite email.
✔ **C) hear back … follow up**
Hear back (from) means get an answer from the company. Follow up means contact them again after the interview.

13. After months of trying, she ___ a job at a top hotel in Edinburgh.
✔ **A) landed**
Land a job (informal) means finally get a job that many people wanted.

14. She ___ the offer because the ___ was too low.
✔ **C) declined … starting salary**
Decline an offer means say no politely; no preposition follows it. The starting salary is what you earn when you start, before any pay rise.

15. I can't start until May: my ___ is two months. After that, I'll be on ___ until November.
✔ **B) notice period … probation**
A notice period is the time you must keep working after you resign. Probation is your first months in a new job, when both sides check it works.

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