

**USE OF ENGLISH AS-LEVEL SECTION E
DATA FILE**



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Memo from Ms Sylvia Ho to Jackie Leung about an article for the Newsletter

Hong Kong College

Memo

To: Jackie Leung
Student Representative, Careers Centre Open Day Planning Committee

From: Sylvia Ho
Careers Centre Advisor

Date: 23rd March, 2000

Re: Article for the Open Day Newsletter

The Careers Centre Open Day Newsletter will have several articles to help young people when they begin looking for jobs. I'd like you to write one of the articles. Your article will be specifically about selection procedures used and questions asked. I think a good title for your article would be simply 'Selection procedures and questions'.

In your article you should write about:

- procedures used to select people for jobs, what each procedure involves, and why each is used;
- questions interviewers ask
 - the most common topics of questions
 - forms of questions and how to answer them.

Your article should be well-organised and informative. Remember that it will be read by your friends and schoolmates.

Finally, complete the section titled 'Tips for coping with interviews', which will be in the Newsletter along with your article. I've included some headings to help you.

Thanks.

Ms Ho

Excerpts from books and magazines about getting a job

Interviewer: What's new in the ways employers go about selecting candidates for positions?

Mr Didson: Increasingly my own company, New Asia, Ltd., as well as many other companies in Hong Kong, are using a more informal job selection procedure – what we call extensive multipurpose visits (EMVs, for short) as a way of selecting new employees, particularly for important or sensitive jobs. At New Asia, what we do is invite a candidate to spend three full days with our staff. We have relaxed chats – no formal interviews as such. We take the candidate out for lunch and dinner and we usually include some sort of recreational activity such as a walk in the New Territories on a Saturday morning. We try to make it as informal as possible. We have found that we can get an excellent picture of the whole candidate on an EMV: his or her personality and social skills, as well as more traditional information about education, professional skills, goals, and so on. We get a very well-rounded assessment.

From: 'Interview with T. L. Didson of New Asia, Ltd.' Hong Kong Personnel News. April, 1999.

Chapter 10 Career Direction

How do students decide on a career? There are several ways. Students have a number of opportunities to observe and be exposed to job possibilities. This exposure comes through ordinary daily activities. Students need to be alert to what they are seeing and hearing day-to-day in the context of career opportunities. The problem is that students often don't take advantage of the opportunities presented to them. A particularly valuable tool in determining future career paths is through part-time employment. Students who don't have part-time work experience will not be able to use this opportunity to learn about various careers.

Let us examine another source of information that could assist you in determining your best career direction – people around you whose opinion you value. These are people who, on the one hand, know you pretty well and, on the other hand, are familiar with the world of work.

Start with your parents. In fact, your parents are probably your best counsellors if you can overcome the natural reluctance to ask them for advice. Parents know you best, perhaps even better than you do, and they have key insights about what your talents are, as well as about the areas where you fall short.

In addition to your parents, seek out assistance from others you respect. Find people you know who are experienced in careers you are interested in. These can be relatives, members of your family's circle of friends, teachers and school administrators, past employers, or leaders of groups of which you are a member. You will be very well rewarded by asking personal acquaintances like these for career guidance.

From: Mook, R.T. Get That Interview. New York: Barron's Publications. 1996.

You've got your first interview. Well done! Now all you need is to land the job. Here are a few pointers to get you well on your way.

First, think how much a little research could help you to talk knowledgeably about the company you've got your interview with – its products, structure, services, reputation, financial status and any recent major changes in the company. This means you mustn't miss the opportunity to find out about the company in advance. Libraries are an obvious source of information, of course, but have you checked what is available from the company's public relations department or from electronic sources of information such as the company's website?

Remember also that your interviewer will want to find out a lot of things about you, such as your main accomplishments, personal strengths and so on. And the interviewer won't find out about them unless you can discuss these things clearly. An inability to express yourself well is usually a bigger hindrance than a lack of the required skills or qualifications for a specific job. You can't therefore afford to ignore the benefits of rehearsing for an interview – don't miss out on the chance to role-play your interview with a friend or a member of your family. And don't do it just once! Keep at it until you're near perfect.

From: Singleton, J. D. Career Planning for the New Millennium. London: Plume Books. 1991.

Candidate Selection

Questions asked by company managers

1. *Our employees must write a lot – in English and in Chinese. Any ideas as to how we can be sure our job applicants can handle the job language-wise?*

It's obvious, isn't it? As part of your candidate selection process, get the applicants to carry out some extended writing task in whatever language or languages the job requires them to be proficient. This type of written procedure involves writing a longer piece of work of, say, several paragraphs. You needn't have a fancy marking scheme. Just read their writing samples and make an overall judgement. But, the task should always be something that they might have to do in your company – e.g. writing a short letter or a memo. That way you can make the assessment very practical.

2. *I want to find out as much as possible about the personalities of people who apply for jobs. What can I do?*

A very common written procedure is to use multiple-choice tests which you can administer to job applicants to find out precisely these sorts of things. The tests just require the test-taker to choose an answer from several options given. They usually take about an hour to administer and are easy to mark. The testing companies that produce them will provide you with information on how to interpret the results. You might want to write to *Business Measures, Inc., 13/F Brighton Centre, Central, Hong Kong*.

3. *I am the Human Resources Manager in a small company. Sometimes we have 20 or so applicants we need to talk to in order to select one person, but we don't have the time or the personnel to conduct individual interviews. What's the solution?*

Two possibilities. One is multiple-candidate interviews in which two, three or more candidates are interviewed at one time. Another possibility is a role-play in which you get several candidates together and assign the group a task to perform, giving each candidate a role to act out (e.g. one is, perhaps, the team leader, one is an 'expert' on money matters, one is a 'customer', and so on). Both of these oral procedures are great for saving time.

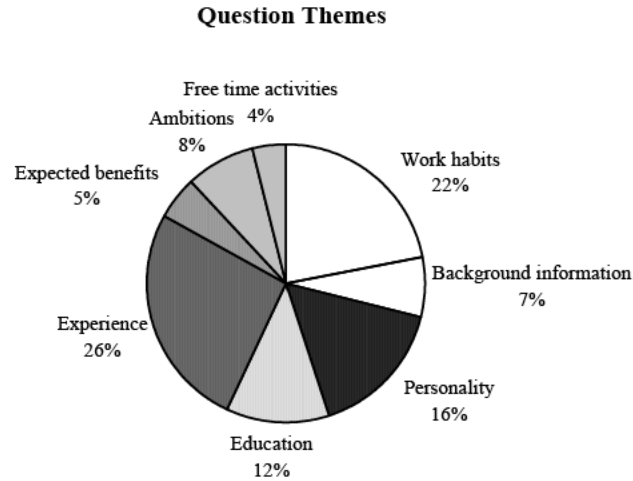
From: HK Human Resources. Resources. May, 1998.



Frequently-asked interview questions: survey results

We surveyed 289 personnel managers of multinational companies, and asked them to list the questions they were likely to ask an interviewee. These questions were then compiled into themes, e.g. all those questions relating to 'background information' (name, age, marital status, etc) were collected together. This enabled us to determine which themes you are most likely to be asked about, and therefore which you should concentrate on when preparing for your interview. The personnel managers agreed unanimously that applicants would benefit from concentrating their efforts on the top three themes.

Here are the results of our survey:



From: *Budgell, K. Get That Job. New York: Dixon's Publications. 1999.*

As a job-seeker, you need to get rid of several standard myths about interviews before starting to look for a job. Here are three of these misconceptions and some tips to help you do your best at your next interview.

Myth #1: Never interrupt the interviewer.

This is nonsense. If you study the style of effective conversationalists, you'll see that they interrupt and are interrupted frequently! Just be sensitive and courteous about it.

Myth #2: Don't disagree with the interviewer.

Rubbish! It's not necessary to agree with your interviewer all the time. Have you noticed that disagreement is one of the characteristics of a good conversation? It's how you go about it that matters. It's simple – avoid being rude and unreasonable when you express your point of view.

Myth #3: The interviewer knows it all.

Wrong again. In my experience, 85% of interviewers are actually not very skilled at conducting selection interviews. So assume that you will be interviewed by the world's worst interviewer. This should help you to relax! Remember that the interviewer is there to try to find out as much about you as he can in the time available. In particular, the interviewer wants to establish how well you will fit into the organisation and what quality of contribution you can make. For the interviewer that's the purpose of the interview.

From: *Walters, Catherine. Genuine Articles. New York: Cambridge University Press. 1986.*

My students, of course, are usually nervous before they go to interviews and want to know what kinds of question they can expect and how they can cope with them. I always tell them that there are two basic forms of question which they are likely to encounter in a standard interview and that it's a good idea for them to give these forms of question a bit of thought as this will help them know how best to deal with them.

These basic forms are known as 'closed' questions and 'open' questions. The former appear 'closed' because the answer is seemingly either 'yes' or 'no', and that's it. However, in an interview situation, answering a question like this with a single 'yes' or 'no' could be mistaken for rudeness or lack of interest. Instead, try the approach taken by one successful job applicant whom I once interviewed. When I asked, 'Do you enjoy teamwork?', this young woman replied: 'Yes, I do enjoy being part of a team. In fact, I feel I perform at my best as part of a team. When I was at university I worked on a project to design a software program to make children's toys. There were six of us, and what I noticed most was how we used to share our ideas and create new ones as we talked. It was really exciting.' The applicant elaborated on the question by giving more information than a simple 'yes', and her answer was informative, interesting and polite. And she got the job!

'Open' questions are asked so that they encourage candidates to give information and tend to begin with words like 'what' or 'why' or 'how'. An example would be: 'What achievement are you most proud of?' Probably the single most important thing to bear in mind when answering 'open' questions is making sure that what you say is relevant to the question. Don't wander off the point.

A very experienced interviewee gives this general advice about handling questions: 'I always avoid exaggerating. If you try to sound "too good to be true", it will hurt your chances. And another technique I use is to make sure my answer is related to the contents of my CV wherever possible.' This seems to be very sound advice.

From: Jameson, B.J. Advice from an old hand. London: Gallery Press. 1994.

I know there are many new, innovative ways of carrying out oral procedures for selecting from among job applicants, but I still prefer the old-fashioned method of the individual interview. One candidate alone in a room, with me (also alone) asking him (or, of course, her) questions. Yes, it's slow and time-consuming. Yes, it's expensive. But I'm convinced it is the best way to go. I can focus on the one candidate in depth. And I can ask follow-up questions. You just can't do that with the new-fangled methods.

From: Mason, S. 'Choosing wisely: An old-fashioned view'. HR Newsletter, January, 2000.

Innovative Job Selection Procedures				
<i>Oral Procedures</i>				
	Usual number of candidates	Usual number of interviewers	Usual time	Advantages for the interviewer
Multiple-candidate interview	2– 4	2 or more	1 – 2 hours	<ul style="list-style-type: none"> • allows easy comparison of candidates
Role-play	2– 4	2 or more	1 – 2 hours	<ul style="list-style-type: none"> • good for observing candidates' problem-solving and decision-making skills • allows observation of personal interaction

From: Saalfied, J. *Selecting the Right Candidate*. New York: Toledo Press. 1997.

Language? Express yourself

Because Hong Kong is a multicultural society and bilingual or even trilingual abilities are extremely important for its role as an international business centre, job applicants here are frequently assessed on their language abilities as well as on their more specific qualifications or skills. Interviews (or other oral procedures like role plays, for that matter) may be conducted in Cantonese, in English or, increasingly, in Putonghua. Or in all three. The interviewers are thus able to judge applicants' oral language ability – be it in their mother tongue (and they may not be very good at expressing themselves even in their native language) or in a second or foreign language. Likewise, the potential employer may ask the candidate to produce a piece of written work in Chinese or in English or both.

From: Hong Kong Manager's Association. *The Hong Kong interview: A practical guide*. 1999.

The wise career-seeker will make the most of an interview to show the employer that he or she is the best candidate for a vacancy. For the candidate that is the main reason for an interview.

Remember not to leave things until the day of your interview. A week before the big day, check to see when your suit was last dry-cleaned. Have you got a suitable shirt to wear on the day? And are there any buttons missing? Have your shoes been polished? It's not a good idea to leave such considerations until the last minute.

When you finally enter the interview room and you have been invited to sit down, make sure that you watch your posture. Slouching gives a really bad impression, so sit up straight. This simple thing can help to give the impression of interest and alertness. And maintaining good eye contact with your interviewer is essential. If you are being interviewed by more than one person, maintain eye contact with the person who last addressed you. Appropriate eye contact, like nothing else, gives the impression of confidence.

From: Johnston, H. L. *Graduating to the World of 9 to 5*. San Francisco: San Francisco University Press. 1983.

Letter from Mr W. K. Lam of the Careers Advisory Service to Ms Sylvia Ho

Careers Advisory Service
Labour Department
Southern Centre
Wan Chai
HONG KONG

24th March, 2000

Ms Sylvia Ho
Careers Centre Advisor
Hong Kong College
21 King's Rd
Hong Kong

Dear Ms Ho,

Further to our conversation earlier today, I am writing to confirm that we are looking forward to participating in your school's Careers Centre Open Day.

During the Open Day, students can visit our Careers Information Website using the computers at our exhibit. We will also provide an information pack for students to take away. This pack contains leaflets and brochures describing the full range of activities and services which we provide, such as the 'Visits to the Workplace' programme. Under this scheme, as you know, the Careers Advisory Service arranges for students to visit various establishments in different sectors of the economy, thereby providing students with direct exposure to the workplace. During the Open Day, students will be able to sign up to participate in this programme.

Should you think of any additional exhibits that would be of interest to your students, please feel free to contact me. We find that we learn a great deal about how to better advertise our services from open days such as the one you are planning.

May I take this opportunity to thank you again for inviting us to participate in this event.

Yours sincerely,

W. K. Lam

W. K. Lam
Education Officer

Extract from the minutes of a school staff meeting

Monday, March 27, 2000

14.1 Arrangements for the Careers Centre Open Day

Ms Ho thanked the Planning Committee members for their help in organising the Open Day so far. She reported that arrangements were going well, and that she was now in a position to confirm the following plans for the Open Day:

- The date and time were confirmed: Saturday, June 3, 2000 from 9am to 6pm.
- Venues: School Sports Field, Hall, Careers Centre and Classrooms 1 and 6 – 9.
- There would be three things for visitors to do on the Open Day: visit stalls, watch videos and attend lectures or workshops.
- A 'Programme of Events' would be printed for the Open Day. Jackie Leung, the Student Representative on the Open Day Planning Committee, would be asked to help complete this 'Programme'.
- It was confirmed that the Labour Department's Careers Advisory Service (CAS) would run stalls during Open Day. These would be open from 9am to 6pm in the Hall.
- Ms Ho had spoken today to Mr W. K. Lam of the Careers Advisory Service. Mr Lam agreed to have an additional exhibit at the CAS stalls on the Open Day to introduce students to the CAS reference libraries. These libraries contain many publications and reference materials about various careers and students will benefit from learning about these libraries.
- In addition, several companies had agreed to have stalls, manned by their own staff, who would be available to answer students' questions. These stalls would be open from 10 am to 5 pm on the day. This would be an excellent opportunity for students to introduce themselves to potential employers. It had been agreed that the stalls should all be located on the Sports Field.
- Videos on relevant topics would be shown. Ms Chan gave an example of this: a video recording of Mr Li Kwong-to, a well-known Hong Kong businessman, titled 'Your first job'. Worksheets were being prepared for students to complete as they watched this video.
- Two lectures were confirmed. One would be on the topic of 'Job hunting' and one would be entitled 'Interviewing skills'. The former would be held in Classroom 8; the latter in Classroom 6. The speakers would be, respectively, Dr Paul Lee from the University of Hong Kong, Faculty of Business Studies and Ms Susan Chan from the British Council. The exact times of the lectures would be decided after consultation with the speakers.

Mr Lee brought up the topic of the Internet and how that could be of assistance to those seeking career information and advice. He asked if it would be possible for computers to be made available so that students could learn how to access career information on the Internet. Ms Tong proposed that 'Using the Internet' would be a good topic for a lunchtime workshop. This proposal was seconded by Mr Lai, who also volunteered to coordinate and run the workshop. He suggested holding the workshop at noon in the Careers Centre; this was accepted.

Memos about the Careers Centre Open Day

Memo

To: Sylvia Ho, Careers Centre Advisor
From: Fanny Kam
Date: Wednesday, 29th March, 2000
Re: Careers Centre Open Day

Yes. In fact, we've obtained copies of both of these videos

Sylvia

An idea – what about including the documentary video recording, 'Tertiary education in Hong Kong'? And what about the video about Hong Kong's largest employer, the Government? It's called 'Joining the Civil Service' and is a very interesting video.

Memo

To: Sylvia Ho, Careers Centre Advisor
From: Maggie Chan, Administrative Assistant
Date: Thursday, 30th March, 2000
Re: Careers Centre Open Day

I am in the process of completing the timetable for videos which will be shown on Open Day – I think we could show the video about first jobs every hour in Classroom 7 from 10am, with the last showing ending at 5pm; the tertiary education one at 10am and again at 3pm in Classroom 1, and the Civil Service one at 11am, 2pm and 4pm in the Hall. Please let me know if these arrangements are okay.

Maggie

Memo

To: Maggie Chan, Administrative Assistant
From: Sylvia Ho, Careers Centre Advisor
Date: Friday, 31st March, 2000
Re: Your memo of 30/3/00

Your timetable looks fine except for a couple of things – please run the video about first jobs every two hours, with the last showing at 4pm – it's over an hour long. And don't run the Civil Service one at 4pm – that's too late. You can show it just twice. That should be enough. And the Hall is being used for the Labour Department exhibition, so you can't use that for the Civil Service video – use Classroom 9 instead.

Thanks a lot.

Sylvia

Outlines of guest speakers' presentations for the Careers Centre Open Day

'Job hunting' by Paul Lee

3rd June, 2000
2.30 pm

1. **Lecture**

- Getting information – why, how, where, etc?
- Writing resumes
- Signposts to well-paid jobs
- What exactly do employers want?
- The need for flexibility
- The HK job scene today

2. **Questionnaire completion**

Students will be asked to complete a questionnaire which will help them to find out exactly what kind of job would suit them best.

3. **Questions and answers from the audience**

'Interviewing skills' by Susan Chan

June 3, 2000
9.30 am

1. **Lecture**

- a. No matter how well qualified you are for a job or course of study, or how articulate you are about your strengths and experience, there is nothing that can replace preparation. So, do your homework.

2. **Practice**

Students will have the opportunity to role-play interviews which will help to increase their confidence.

3. **Question time**

Job Description cards for jobs available through the Superior Employment Agency

Reference No. 105	Superior Employment Agency
Job Description	
Junior Shipping Clerk Sweater-making Factory	
<ul style="list-style-type: none"> • At least Form 5 • At least 2 yrs. relevant experience • Will need to visit Macau factory occasionally <p>Offers 5½ days work, public holidays, attractive salary and bonus for the right candidate.</p>	

Reference No. 318	Superior Employment Agency
Job Description	
Junior Sales Assistant	
<ul style="list-style-type: none"> • Form 5 or above. • At least one year's experience in the garment trade in the European market • Basic computer knowledge preferable 	

Reference No. 118	Superior Employment Agency
Job Description	
Chartered Accountant	
<ul style="list-style-type: none"> • In charge of staff of 8 accounting clerks • Putonghua-speaking • 5 yrs accounting experience minimum • Will travel to Shanghai monthly 	

Reference No. 311	Superior Employment Agency
Job Description	
German Import/Export Company Buyer	
<ul style="list-style-type: none"> • Form 7 graduate or above • At least 5 years in garment field essential • Good command of German, English and Putonghua • Will have to make frequent visits to our China branch 	

Reference No. 232	Superior Employment Agency
Job Description	
English Teacher	
<ul style="list-style-type: none"> • Part-time work starting September, 2000 • Teaching students 11-15 years old • High salary & great benefits • Permanent H.K. residence visa required • Teacher's Certificate a must 	

Reference No. 459	Superior Employment Agency
Job Description	
Canadian Overseas International Summer Course English Literature Teacher	
<ul style="list-style-type: none"> • Temporary appointment for July 5th - August 4th, 2000 • Full-time teaching during the summer course • Must have formal teacher training from a Canadian teacher training institute • Knowledge of French would be helpful but not essential 	

Reference No. 063	Superior Employment Agency
Job Description	
Japanese Bank Accounts Position	
<ul style="list-style-type: none"> • Ideal for first position • School leaver required • Knowledge of elementary book-keeping helpful • No experience needed • Training will be provided • Knowledge of Japanese and Thai essential 	

Reference No. 746	Superior Employment Agency
Job Description	
Fashion Sales Representative	
<ul style="list-style-type: none"> • Knowledge of textiles • Fluent in Putonghua • Working experience in garment field is preferable • Past work in Mainland PRC necessary • Must be Polytechnic graduate in related field 	

THIS IS THE LAST PAGE OF THE DATA FILE.

**2000-ASL
UE**

SECTION E
Q/ANS BK

HONG KONG EXAMINATIONS AUTHORITY
HONG KONG ADVANCED LEVEL EXAMINATION 2000

**USE OF ENGLISH AS-LEVEL SECTION E
PRACTICAL SKILLS FOR WORK AND STUDY**

Question-Answer Book

1.30 pm – 3.15 pm (1¼ hours)
(28% of the subject mark)

INSTRUCTIONS

1. Write your Candidate Number, Centre Number and Seat Number in the spaces provided.
2. Answer **ALL** questions.
3. Write your answers in the spaces provided in this Question-Answer Book.
4. Supplementary answer sheets will be supplied on request. Write your Candidate Number on each sheet and fasten them with string inside this book.
5. The rough-work sheets provided are for you to take notes. They will be collected separately and will not be marked.

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2000-AS-UE-E-1

Candidate Number						
Centre Number						
Seat Number						

	Marker's Use Only	Examiner's Use Only
	Marker No.	Examiner No.
Task		
1a		
1b		
2		
3		
Total		

	1st Appeals Marker Only	2nd Appeals Marker Only
	Marker No.	Marker No.
Task		
1a		
1b		
2		
3		
Total		

Checker's Use Only		
Checker's No.		
1a		
1b		
2		
3		
Total		

Instructions

When you complete the following tasks, remember that all your comments must be based on information in the Data File. Your comments must be understood by readers who do not have copies of the Data File to refer to.

Situation and role

You are Jackie Leung, a Form 6 student at Hong Kong College. You have a part-time job working for the Superior Employment Agency on Saturdays and during school holidays. Your school's Careers Centre is planning to hold an Open Day. Because of your interest in career development, you have been selected as the Student Representative on the Hong Kong College Careers Centre Open Day Planning Committee.

You are required to complete Tasks 1 – 3.

Task 1 (57 marks)

- a. Your Careers Centre Advisor, Ms Sylvia Ho, has asked you to write an article for the Careers Centre Open Day Newsletter. The title of the article is 'Selection procedures and questions'. Ms Ho has told you what to include in the article in her memo on page 1 of the Data File.
- b. You should also complete the 'Tips for coping with interviews', which will accompany your article.

Use the information on pages 1 – 6 of the Data File to help you write the article and to complete the 'Tips'.

Task 2 (23 marks)

Ms Ho has asked you to complete the 'Programme of Events' for visitors to the Careers Centre Open Day.

Ms Ho has completed some parts of the 'Programme' for you.

Use the information on pages 7 – 10 of the Data File to help you.

Task 3 (18 marks)

For your part-time job at the Superior Employment Agency, you have been given four Client Information cards which clients of the agency have filled in with information about themselves. Each client has also selected two possible jobs which are available from your agency and which they are interested in. You have been asked to look at the possible jobs selected by the clients and then see if the clients are suitable for the jobs they have selected. You must read the relevant Job Description cards and then complete the Client Information cards.

Use the information on page 11 of the Data File.

Task 2 Programme of Events (23 marks)

The following is the 'Programme of Events' for the Careers Centre Open Day. You should complete the Programme by filling in the blanks with the relevant information. For the column labelled 'Students can' you should fill in each blank to produce a complete grammatical sentence beginning 'Students can'. Some of the information has already been filled in for you. Use pages 7 – 10 of the Data File to help you.

First
Marker's
Use Only

48

 C49 G50

 C51 G52

 C53 G54

 55 56 C57 G58

 C59 G60

Second
Marker's
Use Only

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 C49 G50

 C51 G52

 C53 G54

 55 56 C57 G58

 C59 G60

Programme of Events			
Stalls			
Sponsoring organisation(s)	Opening hours	Place	Students can...
_____	<u>9am - 6pm</u>	<u>Hall</u>	1. <u>visit the Careers Information Website.</u> 2. _____ 3. _____ 4. _____
_____	<u>10am - 5pm</u>	_____	1. _____ 2. _____

61 62 63

64 65 66

67 68 69 70

Videos		
Title	Showing times	Place
_____	<u>10am, 12 noon, 2pm and 4 pm</u>	<u>Classroom 7</u>
_____	<u>10am and 3pm</u>	<u>Classroom 1</u>
<u>Joining the Civil Service</u>	_____	_____

Lectures / workshops		
Title	Time	Place
_____	<u>9.30am</u>	_____
_____	<u>2.30pm</u>	_____
_____	<u>12 noon</u>	_____

61 62 63

64 65 66

67 68 69 70

Total for Task 2

Total for Task 2

Task 3 Job-Client matching (18 marks)

Some of the clients of the Superior Employment Agency have looked at a list of jobs available and listed two possible jobs they are interested in on their Client Information cards on pages 6–7 of this Question-Answer Book. Your boss has asked you to look at the Job Description cards for the two possible jobs each client has selected. The Job Description cards are on page 11 of the Data File. Your boss wants you to consider carefully the two jobs chosen by each client to decide if he/she is suitable for the job. On the Client Information card, you should tick 'yes' or 'no' next to each job the client has selected. If you tick 'no', you should give all the reasons, in detail, why you think the client is not suitable for the job. It is not enough to just say, for example, that a client 'does not meet the education requirement'; you must explain in what way, e.g. 'is not a university graduate' or 'has only completed Form 5'.

Second
Marker's
Use Only

First
Marker's
Use Only

Superior Employment Agency – Client Information Card	
Name: <u>Peter Johnson</u>	Age: <u>27</u> Education: <u>Teacher's Certificate, H.K. Inst. Ed.</u>
Experience: <u>Taught French & English literature in American high school, 4 years</u>	
Languages: <u>Fluent in French and English; limited Japanese</u>	
Job desired: <u>teaching adults only; must be full-time work</u>	
Remarks: <u>Can start work in Sept., 2000. I have a permanent H.K. residence visa</u>	
Possible jobs	
1. <u>459 English Lit Teacher</u>	<input type="checkbox"/> Yes, the client is suitable for this job.
	<input type="checkbox"/> No, the client is not suitable for this job because he/she _____

2. <u>232 English Teacher</u>	<input type="checkbox"/> Yes, the client is suitable for this job.
	<input type="checkbox"/> No, the client is not suitable for this job because he/she _____

Superior Employment Agency – Client Information Card	
Name: <u>Mrs Mary Yu Fong Kit</u>	Age: <u>33</u> Education: <u>Accounting degree; Beijing University</u>
Experience: <u>9 years accounts clerk; 4 years accounts manager</u>	
Languages: <u>Native Putonghua speaker; fluent in Thai / English</u>	
Job desired: <u>Supervisory job only</u>	
Remarks: <u>Willing to travel; excellent computer skills</u>	
Possible jobs	
1. <u>118 Accountant</u>	<input type="checkbox"/> Yes, the client is suitable for this job.
	<input type="checkbox"/> No, the client is not suitable for this job because he/she _____

2. <u>063 Accounts Position</u>	<input type="checkbox"/> Yes, the client is suitable for this job.
	<input type="checkbox"/> No, the client is not suitable for this job because he/she _____

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Superior Employment Agency – Client Information Card

81

Name: Chan Siu Kin Age: 29 Education: Form 7 (1988)

81

Experience: 6 years with ARCO Sweater Co. (exporters to Italy)

Languages: Cantonese / Putonghua / English - some Italian

82

Job desired: Salesperson, buyer or clerk

82

Remarks: can use computer, not willing to travel due to family problems

Possible jobs

83

1. 318 Jr Sales Ass't Yes, the client is suitable for this job.

83

No, the client is not suitable for this job because he/she _____

84

2. 311 Buyer Yes, the client is suitable for this job.

84

No, the client is not suitable for this job because he/she _____

85

Superior Employment Agency – Client Information Card

86

86

Name: Leung Mei Wei Age: 24 Education: Form 7 (1993)

87

Experience: Three years as clerk in H.K. garment factory

87

Languages: Cantonese, Putonghua, English (Grade C, Use of Eng.)

Job desired: Clerk or position in sales

88

Remarks: Very interested in textile-making; can travel outside H.K.

88

Possible jobs

1. 105 Junior Shipping Clerk Yes, the client is suitable for this job.

No, the client is not suitable for this job because he/she _____

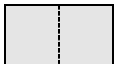
2. 746 Sales Rep. Yes, the client is suitable for this job.

No, the client is not suitable for this job because he/she _____



Total for Task 3

Total for Task 3



END OF PAPER

