

《四级阅读理解选词填空题及答案(8)》

The recruitment process is an important aspect of human resource management. It involves finding and selecting the right candidates to fill job positions within a company. Here are some steps involved in the recruitment process:

Firstly, the company needs to 1 the hiring needs and determine the number of employees required for each position. This helps in identifying the gaps in the workforce and planning the recruitment process accordingly.

Once the hiring needs are identified, the company can 2 different recruitment methods such as job portals, social media platforms, or referrals to attract potential candidates. This ensures a wide pool of applicants for consideration.

The next step is to 3 the received resumes and applications to shortlist candidates who meet the required qualifications and skills for the job. This involves reviewing their education, experience, and relevant competencies.

After shortlisting, the company conducts interviews to assess the candidates' suitability for the job. This may include technical interviews, behavioral interviews, or panel interviews. The interview process helps in evaluating the candidates' knowledge, communication skills, and 4 to work in a team.

In some cases, companies also conduct assessments or tests to further evaluate the candidates' skills and abilities related to the job position. These assessments may include aptitude tests, personality assessments, or practical assignments.

Once the interviews and assessments are completed, the company can 5 the final candidate for the job. This involves considering factors like qualifications, experience, cultural fit, and potential for growth within the organization.

After selecting the candidate, the company extends an offer of employment, which includes details about the job position, salary, benefits, and start date. The candidate then has the option to accept or negotiate the offer.

Finally, the company initiates the onboarding process for the new employee. This includes completing paperwork, providing necessary training, and introducing them to the company's culture and work environment.

[A] assess

[B] define

[C] interview

[D] select

[E] advertise

[F] references

[G] terminate

[H] evaluate

[I] successful

[J] orientation

[K] background

