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Human Resources homeworks





True or false

Read the sentences and write True or False.:

1. The HR interviewer is the person looking for a job. _____
2. A candidate must ask all the questions in an interview. _____
3. "Can you tell me about yourself?" is a common interview question. _____
4. A salary is the money an employee gets for working. _____
5. Strengths are things a person is bad at. _____

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Choose the Correct Word

Fill in the blanks with the correct word from the choices in parentheses.

1. "Why do you want this _____?" (job / food)
2. "What are your _____?" (colors / strengths)
3. "Do you have any _____?" (questions / tables)
4. "We will _____ you next week." (contact / eat)
5. "Can you tell me about your _____?" (experience / vacation)



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Write the Missing Word

Complete the interview questions with the missing words.

1. "_____ you tell me about yourself?"
2. "_____ are you interested in this job?"
3. "What _____ of experience do you have?"
4. "What are your _____?"
5. "Do you have any _____ for us?"



Correct the Mistake

Each sentence has one mistake. Rewrite the sentence correctly.

1. "I is good at communication." →

2. "She have two years of experience." →

3. "We will contacting you soon." →

4. "Why you want this job?" →

5. "What is your weaknesss?" →



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Dialogue Completion

Imagine you are an HR interviewer. Write three simple interview questions you would ask a candidate.

- 1.
- 2.
- 3.



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Email

Write a short email from an HR interviewer to a candidate after an interview.

Example:

Subject: Interview Follow-Up

Dear [Candidate's Name],

Thank you for your interview. We will contact you soon.

Best regards,

[Your Name]

