

I'm not robot!

Talk for one minute

You are going to talk about the history of your company. You should say:

- How old your company is or when it started
- How big it was when it started
- How it has changed over time

Will it stay the same in the future?

Talk for one minute

You are going to talk about business internet sites. You should say:

- Why every business should have a web site
- What makes a good internet site
- What makes a bad internet site

How often do you visit your employer's web site?

Talk for one minute

You are going to talk about job interviews. You should say:

- How a candidate should prepare for a job interview
- What kind of clothes are appropriate
- What body language should be used by both the interviewer and interviewee

Are job interviews an effective way to recruit staff?

Talk for one minute

You are going to talk about appraisals. You should say:

- What the purpose of an appraisal is
- How often they should take place
- How managers should prepare for an appraisal

What should an employee do to maximise the benefits of being appraised?

Talk for one minute

Describe your office and workspace. You should say:

- How big your personal area is
- How many people or desks are in your office
- Whether it is noisy, quiet, warm or cold

Why is the working environment important for staff?

Talk for one minute

Describe a favourite colleague you have worked with. You should say:

- When you worked with him or her
- What kind of work you did together
- Why you liked working with him or her so much

Why is it important to have good relations with colleagues at work?

Talk for one minute

Talk about staff benefits. You should say:

- The kind of benefits that are usual
- Why people have different preferences
- The most valued benefit that you receive from your employer

Why do employers feel that it is important to provide good staff benefits?

Talk for one minute

Talk about telephone conferencing. You should say:

- What the advantages of a telephone conference are
- And the disadvantages
- The maximum number of participants

Do you take part in telephone conferences? If so, how often and with whom?

Talk for one minute

Talk about something you have to do at work which you would prefer not to do. You should say:

- What it is
- Why you dislike it
- How long you have had to do it

Are there any benefits in doing things you dislike?

Talk for one minute

Talk about the importance of businesses paying invoices promptly. You should say:

- What normal payment terms are
- Why invoices sometimes get paid late
- Whether late payment is always a bad thing

How can businesses encourage their customers to pay promptly?

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Technician Evaluation Form

This form does not need to be filled out in the presence of the technician.

Date:

Technician being evaluated:

Customer name and address:

Evaluator, position and contact with technician (e.g., direct supervisor, parallel working relationship, time spent observing—your basis for the evaluation):

Rating:
Unacceptable1 Below Par2 Average3 Superior4 Outstanding5
Please note how you arrived at a rating if you feel it will help us understand your rating.

Category	Rating
Quality of work	
Accuracy, thoroughness, orderliness	
Customer satisfaction	
Teamwork	
Relations with supervisor, customers, coworkers	
Sharing of workload with others	
Decisionmaking	
Making appropriate and logical decisions	
Explaining and gaining support for decisions	
Initiative	
Job knowledge	
Techniques, background knowledge	
Ability to communicate	
Adaptability	
Adherence of stated goals	
Dependability	
Punctuality, absenteeism	
Timeliness and completeness of work	

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