

2. Career Management; 3. David Watson

4. Careers in large and small companies

5.

Training Officer	Managing Director	Industrial Psychologist
Hong Kong International Bank	Asia Computers	IBM
Central	Mongkok	New York

6.

Talks and films

General Banking

Technical	Computing; Data Processing
Administration	Personnel; Office Premises
Specialist banking	Foreign Exchange; Investment

To General or Specialist Banking Department	Repeat training
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7. a) working in different departments, late specialisation. Emphasis on training b) loyalty

8. a) long-term career, security, training
b) canteens, sports facilities, latest office equipment, working environment

9. a) He doesn't like them b) by doing a real job c) longer d) depends on performance
e) good/depends on performance f) no canteen or sports facilities
g) high turnover; keeps good new people coming in

10. Frank Brown; employment agency; How do the speakers recruit their staff?

11.

Personnel Department	Agency
September	When necessary
At least two	One
Personnel Department	Director
None	None
Two	none

12. Linda Lau; careers teacher; secondary school;
What qualities do employers look for?/ What other qualities are required as well as exam results?

13.

Initiative	adaptable
Drive	Good social skills
Able to motivate others	Ready to learn new skills
Flexible	Patience
Willing to take responsibility	Good communicator
	Neat/tidy appearance

14.

a) scientific// professional approach b) negative //bad //amateur

15. a) untrained; inconsistent //poor questioning techniques b) unreliable// subjective
c) predicts performance d) not reliable;

16. Job Analysis Questionnaire 17. describes tasks and identifies skills

18. a) pre-requisite knowledge// knowledge for doing the job; b) type of decision-making required
c) what the employee must produce; d) types of contact; interaction with other people
e) effect of the job has on employee

19. a) the set of characteristics of a person that account for consistent patterns of response to situations
b) predicts fit between candidate and job c) non-intellectual characteristics
d) medical doctors, bank managers; marriage bureaux / dating agencies