

HUMAN RESOURCES AND STAFF

It is said that the backbone of every company is its HR (Human Resources) department and without a talented group of people to hire, culture and inform employees, the company is doomed to failure.* The most important thing in any business is the people, so each company wants to have a highly skilled and efficient workforce, keep the loyal and talented employees as well as get talented people who will introduce new technology into their business.

I am sure you are all familiar with the terms such as *recruitment*, *CV*, *probationary period* and *redundancy*, but as we all know, there is much more than this when it comes to HR business. In the following lines you will have an opportunity to test your knowledge of some essential HR phrases, as well as learn some new ones, so take a few minutes to do the tasks and see how much you know.

A) Complete the sentences by using the words from the list. There is one word you do not need to use.

*short time company relations off management collar description bank market
in job full minimum reference caring shift*

1. A lay-_____ is an act of firing someone.
2. A _____ centre is a government office where unemployed people can go for information about jobs which are available.
3. A night _____ is a group of employees working during the night in a factory or business.
4. A _____ wage is the smallest amount of money that an employer is allowed to pay to employees.
5. A _____ list is a list of people who have been found the most suitable for a job.
6. Clocking-_____ time is when employees should arrive at work.
7. White- _____ workers work in the office.
8. A job _____ is a list of the responsibilities which you have to perform in your work.
9. The labour _____ is the supply of people in a particular country or area who are able and willing to work.
10. Middle _____ is the people who are below those who are in control of the company as a whole.
11. Human _____ is the study of the relationships between groups of workers in a workplace.
12. A _____-time job is done for the whole of a working week. If you work part _____, you work some days in the week.
13. A character _____ is a written statement of a person's good qualities, written by someone who knows the person well, which is sent to a future employer.
14. A _____ car is provided by the employer, i.e. the company you work for.
15. The _____ professions are jobs such as nursing, which involve looking after people.
16. A _____ holiday is an official holiday when most businesses are closed for a day.

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http://wiki.answers.com/Q/What_is_the_importance_of_human_resources_management_in_an_organization

Key: 1 off, 2 job, 3 shift, 4 minimum, 5 short, 6 in, 7 collar, 8 description, 9 market, 10 management, 11 relations, 12 full, time, 13 reference, 14 company, 15 caring, 16 bank

B) Match the expressions on the left with their definitions on the right.

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|-------------------------------|---|
| a) compassionate leave | 1. a point beyond which you cannot improve your position at work |
| b) gap year | 2. training that takes place during your time at work |
| c) line manager | 3. a short time that you spent away from work due to personal reasons |
| d) staff turnover | 4. the number of people joining and leaving a company within a period of time |
| e) track record | 5. when somebody is carefully chosen for a special purpose or job |
| f) glass ceiling | 6. time spent travelling or working, usually between leaving school and starting university |
| g) golden handshake | 7. a manager responsible for production |
| h) craft union | 8. an amount of money that senior managers get when leaving the company |
| i) hand-picked | 9. an organisation for workers with particular skills to represent them to the employees |
| j) in-service | 10. all your achievements or failures in the past |

Key: a3, b6, c7, d4, e10, f1, g8, h9, i5, j2

C) Complete the gaps with missing words or phrases. There is a short explanation to help you.

Example: Most non-executive directors are **appointed** either for their expertise or contacts.

- a) If your colleague has been made _____, it means he has lost his job.
- b) A _____ strike is when the majority of people in a country refuse to work.

- c) The _____ of labour is a way of organizing work as a set of separate processes by different people.
- d) Direct _____ is the use of strikes and violence by employees when they try to get what they want from their employer.
- e) An official holiday when most businesses are closed for work is called a _____ holiday.
- f) New _____ is a phrase that refers to people with a lot of energy and fresh ideas. (*informal*)
- g) The government cannot afford to raise the minimum _____.
- h) If you do not have job _____, your job is not likely to be permanent.

Key: a) redundant, b) general, c) division, d) action, e) bank or public, f) blood, g) wage, h) security

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