

HUMAN RESOURCES

Terms connected to the recruitment process:

Recruitment is the first stage of filling a vacancy in a business.

- The employer writes the job description, publishes a job advertisement (or job ad or want ad), invites candidates for a job interview, conducts testing (optional), compiles a short list of candidates (a person can be short-listed), selects a new employee and makes a job offer.
- The candidate reads the job ad, writes a letter of application and CV (or résumé), includes references (optional), receives an invitation for the job interview and takes part in the same, and finally receives a job offer or a letter of rejection.

Words and phrases to describe an applicant:

skills mix, soft skills (or people skills), problem-solving skills, computer skills, computer-literate, sales-oriented, highly motivated, a working knowledge of ..., a sound grasp of..., self-starter, multi-lingual, troubleshooter

Words and phrases to describe a job:

fast track, fast-paced, benefit package, challenging field, incentives, competitive salary, upward mobility, advancement

Terms describing personnel:

employee, employer, staff, workforce, workers, labor

white collar workers: office worker in professional, managerial, or administrative position

blue collar workers: those working in factories or doing manual labor

pink collar workers: female employees in women-dominated professions

apprentice: works for a skilled or qualified person in order to learn a trade or profession

temp or temporary workers, part-times, to temp

self-employed

skilled worker: trained worker

semi-skilled worker: worker possessing limited skills

portfolio worker:	holds more than one position, either simultaneously or sequentially, and carries a unique set of skills and abilities to each employment situation
freelancer:	one who pursues a profession without a long-term commitment to one employer
to moonlight:	to hold a second job in addition to a regular one

Terms describing the distribution of work:

outsourcing:	the strategic use of outside resources to perform activities traditionally handled by internal staff and resources
insourcing:	the organisation carries out its functions internally and is therefore not reliant on outside support
job-sharing (or work-sharing):	the practice of dividing up a job normally performed by one person for two (or more) part-time employees
job-rotation:	moving an employee through several different specialized jobs
teleworking:	working for a company from home, using telephone, fax, or computer links
overtime:	time worked in excess of an agreed number of hours per day or week
flexitime:	employees can choose the time they start and finish work (with certain limits)
shift work:	a change of one group of workers for another in regular alternation
graveyard shift:	a work shift beginning late at night

Terms for forms of payment:

salary:	fixed regular payment by employers, usually monthly, for professional or office work
wage:	money paid (per day or week; per hour is hourly wage) to manual workers
increment:	an automatic, usually annual increase in salary
fringe benefit:	advantages given to company employees in addition to their salary, such as a company car, health insurance, etc. (also: perks)
commission:	money paid to sales representatives, proportional to the total amount they sell

bonus:	something extra, usually a payment, often given as a reward for good work or high productivity
severance pay:	money given to a worker who is made redundant (also: golden handshake, usually for higher level management)
profit-sharing:	an arrangement in which an employer shares some the company profits with its employees. The compensation can be stocks, bonds, or cash, and can be immediate or deferred until retirement
performance-related pay (PRP):	pay is linked to performance and competence
to be paid cash-in-hand	

Some trendy neologisms:

e-business:	stands for companies based on internet business
dot-coms:	individual internet companies, which usually involve the exploitation of the work mania of ambitious singles under 35 (now jokingly called dot-gones)
McJobs:	poorly paid jobs
open-collar workers:	workers who do not wear a tie
desk-sharing:	office organisation without fixed workplaces
flexplace-office:	office organisation with a maximum flexibility of space
pink-slip parties:	where people looking for a job meet potential employers