

Human resource management

A-Level Business · Vocabulary

English	中文	Pinyin
human resource management	人力资源管理	rén lì zī yuán guǎn lǐ
workforce planning	人力规划	rén lì guī huà
recruitment	招聘	zhāo pìn
selection	甄选	zhēn xuǎn
training	培训	péi xùn
development	培养	péi yǎng
job description	职位描述	zhí wèi miáo shù
person specification	人员规格	rén yuán guī gé
qualifications	资格	zī gé
internal recruitment	内部招聘	nèi bù zhāo pìn
external recruitment	外部招聘	wài bù zhāo pìn
interviews	面试	miàn shì
induction training	入职培训	rù zhí péi xùn
on-the-job training	在岗培训	zài gǎng péi xùn
off-the-job training	脱产培训	tuō chǎn péi xùn
productivity	生产率	shēng chǎn lǜ
redundancy	裁员	cái yuán
dismissal	解雇	jiě gù
employer	雇主	gù zhǔ
employee	雇员	gù yuán
rights	权利	quán lì
restructuring	重组	chóng zǔ
management of change	变革管理	biàn gé guǎn lǐ
labour turnover	员工流失率	yuán gōng liú shī lǜ
labour productivity	劳动生产率	láo dòng shēng chǎn lǜ
motivation	激励	jī lì
scientific management	科学管理	kē xué guǎn lǐ
piece rate	计件工资	jì jiàn gōng zī
human relations	人际关系	rén jì guān xì
hierarchy of needs	需求层次	xū qiú céng cì
two-factor theory	双因素理论	shuāng yīn sù lǐ lùn
achievement	成就	chéng jiù
expectancy theory	期望理论	qī wàng lǐ lùn
physiological needs	生理需求	shēng lǐ xū qiú
esteem needs	尊重需求	zūn zhòng xū qiú
recognition	认可	rèn kě
self-actualisation	自我实现	zì wǒ shí xiàn
hygiene factors	保健因素	bǎo jiàn yīn sù
motivators	激励因素	jī lì yīn sù
financial motivators	经济激励	jīng jì jī lì
wages	工资	gōng zī
manual work	体力劳动	tǐ lì láo dòng

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salary	薪水	xīn shuǐ
commission	佣金	yòng jīn
bonus	奖金	jiǎng jīn
profit sharing	利润分享	lì rùn fēn xiǎng
performance-related pay	绩效工资	jì xiào gōng zī
fringe benefits	附加福利	fù jiā fú lì
non-financial motivators	非经济激励	fēi jīng jì jī lì
job enrichment	工作丰富化	gōng zuò fēng fù huà
job rotation	工作轮换	gōng zuò lún huàn
job enlargement	工作扩大化	gōng zuò kuò dà huà
empowerment	授权	shòu quán
teamworking	团队合作	tuán duì hé zuò
management	管理	guǎn lǐ
planning	计划	jì huà
organising	组织	zǔ zhī
commanding	指挥	zhǐ huī
coordinating	协调	xié tiáo
controlling	控制	kòng zhì
roles	角色	jué sè
leadership	领导	lǐng dǎo
vision	愿景	yuàn jǐng