

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

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🏭 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
💰 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

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 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