

3 Human Resources

Match the words and their definitions:

- 1) **apprenticeship** = a system in which a young worker receives instruction from a master and learns his trade
- 2) **a trial period** = a form of employment which is conditional and often performance-related
- 3) **to give in one's notice** = to make a formal announcement of one's intention of leaving one's job
- 4) **a wage-earner** = someone who works for a salary
- 5) **retirement** = the portion of one's life that comes after the end of one's career
- 6) **an applicant** = someone who puts in a formal request for a job
- 7) **a refresher course** = a period of study designed to renew one's knowledge on a given subject
- 8) **an executive** = a chief officer or administrator with power to take decisions
- 9) **an appointment** = the designation of a person to hold an office
- 10) **a clerk** = an office worker

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Match the words and their definitions:

- 1) **compensation** = an amount of money obtained for damage sustained
- 2) **moonlighting** = remunerated work which is performed in breach of labour legislation
- 3) **to be on the payroll** = to be registered in a company as a salaried worker
- 4) **a perk** = an advantage granted to an employee in addition to the salary
- 5) **outsourcing** = transferring the management of nonstrategic activities to outside operators
- 6) **redundancy** = a one-off amount of money paid to an employee who leaves a company
- 7) **a payslip** = a document which states the detailed amount of a person's salary and mentions the insurance paid
- 8) **the staff turnover** = personnel mobility as measured by the number of employees hired or terminated by a company
- 9) **an occupational disease** = a work-related illness
- 10) **compassionate leave** = a period of time off work granted to a member of the staff to allow him or her to attend an outstanding family event, e.g., a funeral