

2 What human resource management does – Part 1

Name: _____ Class: _____ Date: _____

Vocabulary 词汇

Write each word three times. 把每个单词抄写三遍。

English	中文	Write it 3 times (English)		
Human resource management	人力资源 管理	_____	_____	_____
workforce planning	人力规划	_____	_____	_____
Recruitment	招聘	_____	_____	_____
selection	甄选	_____	_____	_____
job description	职位描述	_____	_____	_____
person specification	人员规格	_____	_____	_____
internal recruitment	内部招聘	_____	_____	_____
external recruitment	外部招聘	_____	_____	_____
Training	培训	_____	_____	_____
induction training	入职培训	_____	_____	_____
on-the-job training	在岗培训	_____	_____	_____
off-the-job training	脱产培训	_____	_____	_____
productivity	生产率	_____	_____	_____

Recall

Every business needs people to do its work. Bring this with you:

- A business hires staff and gives them jobs to do.
- People work better when they are trained and treated well.

At AS we look at how a firm plans for, hires, and trains its people.

New ideas

■ 1 What HRM does

Human resource management 人力资源管理 (HRM) is the part of a business that looks after its **people**. It makes sure the firm has enough staff, with the right skills, who are well trained.

A key job is **workforce planning** 人力规划 — working out how many staff, and what skills, the business will need in the future.

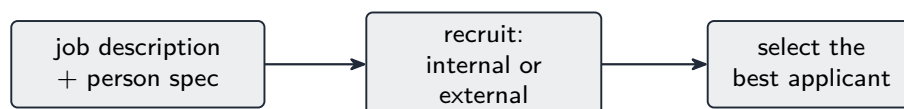
Micro-check. State what workforce planning works out. [1]

■ 2 Recruitment and selection

Recruitment 招聘 means finding people to apply for a job; **selection** 甄选 means choosing the best one.

First the firm writes a **job description** 职位描述 (the duties of the job) and a **person specification** 人员规格 (the skills the right person needs). Then it recruits:

- **internal recruitment** 内部招聘 — fill the job from inside the firm (cheaper, the person is known, but no new ideas);
- **external recruitment** 外部招聘 — hire from outside (brings new skills, but costs more and is slower).

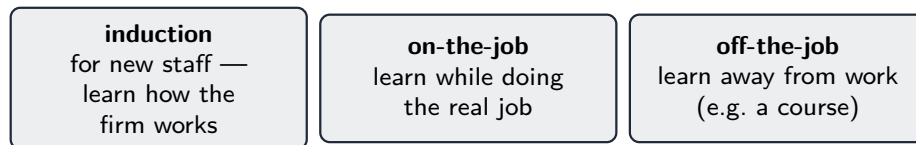


Micro-check. State one advantage of internal recruitment. [1]

■ 3 Training

Training 培训 improves the skills staff need. Three common types:

- **induction training** 入职培训 — for new staff, to learn how the firm works;
- **on-the-job training** 在岗培训 — learning while doing the real job;
- **off-the-job training** 脱产培训 — learning away from work, such as on a course.



Training costs time and money, but it raises quality, **productivity** 生产率 (output per worker) and motivation, and helps keep staff.

Micro-check. Which training type is given to brand-new staff? [1]

Watch out: recruitment = *finding* applicants; selection = *choosing* the best. Internal recruitment is cheaper (the person is known) but brings no new ideas; external brings new skills but costs more. Training costs money up front but raises productivity.

Practice

2.1 State what HRM (human resource management) looks after in a business. [1]

2.2 State the difference between a **job description** and a **person specification**. [2]

2.3 Give **one** advantage of internal recruitment and **one** advantage of external recruitment. [2]

2.4 State which type of training each is: (a) a new worker's first-week course; (b) learning by doing the real job. [2]

2.5 Explain **one** benefit a business gains from training its staff.

[2]

2.6 Challenge. A fast-growing firm cannot find enough skilled workers inside the business. Recommend whether it should recruit internally or externally, and justify your choice.

[2]
