

人力资源管理专业词汇 PDF转换可能丢失图片或格式，建议
阅读原文

https://www.100test.com/kao_ti2020/129/2021_2022__E4_BA_BA_E5_8A_9B_E8_B5_84_E6_c94_129694.htm 人力资源管

理:(Human Resource Management ,HRM)人力资源经理:(human resource manager)高级管理人员:(executive)职业:(profession)道德标准:(ethics)僮鞞?(operative employees)专家:(specialist)人力资源认证协会:(the Human Resource Certification Institute,HRCI). 外部环境:(external environment)内部环境:(internal environment) 政策:(policy)企业文化:(corporate culture)目标:(mission)股东:(shareholders)非正式组织:(informal organization)跨国公司:(multinational corporation,MNC)管理多样性:(managing diversity).工作:(job)职位:(posting)工作分析:(job analysis)工作说明:(job description)工作规范:(job specification)工作分析计划表:(job analysis schedule,JAS)职位分析问卷调查法:(Management Position Description Questionnaire,MPDQ)行政秘书:(executive secretary)地区服务经理助理:(assistant district service manager).人力资源计划:(Human Resource Planning,HRP)战略规划:(strategic planning)长期趋势:(long term trend)要求预测:(requirement forecast)供给预测:(availability forecast)管理人力储备:(management inventory)裁减:(downsizing)人力资源信息系统:(Human Resource Information System,HRIS).招聘:(recruitment)员工申请表:(employee requisition)招聘方法:(recruitment methods)内部提升:(Promotion From Within ,PFW)工作公告:(job posting)广告:(advertising)职业介绍所:(employment agency)特殊事件:(special events)实

习:(internship).选择:(0selection)选择率:(0selection rate)简历:(resume)标准化:(standardization)有效性:(validity)客观性:(objectivity)规范:(norm)录用分数线:(cutoff score)准确度:(aiming)业务知识测试:(job knowledge tests)求职面试:(employment interview)非结构化面试:(unstructured interview)结构化面试:(structured interview)小组面试:(group interview)职业兴趣测试:(vocational interest tests)会议型面试:(board interview).组织变化与人力资源开发人力资源开发:(Human Resource Development,HRD)培训:(training)开发:(development)定位:(orientation)训练:(coaching)辅导:(mentoring)经营管理策略:(business games)案例研究:(case study)会议方法:(conference method)角色扮演:(role playing)工作轮换:(job rotating)在职培训:(on-the-job training ,OJT)媒介:(media).企业文化与组织发展企业文化:(corporate culture)组织发展:(organization development,OD)调查反馈:(survey feedback)质量圈:(quality circles)目标管理:(management by objective,MBO)全面质量管理:(Total Quality Management,TQM)团队建设:(team building).职业计划与发展职业:(career)职业计划:(career planning)职业道路:(career path)职业发展:(career development)自我评价:(self-assessment)职业动机:(career anchors).绩效评价绩效评价:(Performance Appraisal,PA)小组评价:(group appraisal)业绩评定表:(rating scales method)关键事件法:(critical incident method)排列法:(ranking method)平行比较法:(paired comparison)硬性分布法:(forced distribution method)晕圈错误:(halo error)宽松:(leniency)严格:(strictness)反馈:(-degree feedback)叙述法:(essay method)集中趋势:(central tendency).报酬与福利报

酬:(compensation)直接经济报酬:(direct financial compensation)
间接经济报酬:(indirect financial compensation)非经济报酬:(no
financial compensation)公平:(equity)外部公平:(external equity)内
部公平:(internal equity)员工公平:(employee equity)小组公
平:(team equity)工资水平领先者:(pay leaders)现行工资率:(going
rate)工资水平居后者:(pay followers)劳动力市场:(labor market)
工作评价:(job evaluation)排列法:(ranking method)分类
法:(classification method)因素比较法:(factor comparison method)
评分法:(point method)海氏指示图表个人能力分析法:(Hay
Guide Chart-profile Method)工作定价:(job pricing)工资等
级:(pay grade)工资曲线:(wage curve)工资幅度:(pay range).福利
和其它报酬问题福利(间接经济补偿)员工股权计划:(employee
stock ownership plan,ESOP)值班津贴:(shift differential)奖
金:(incentive compensation)分红制:(profit sharing).安全与健康
的工作环境安全:(safety)健康:(health)频率:(frequency rate)紧
张:(stress)角色冲突:(role conflict)催眠法:(hypnosis)酗
酒:(alcoholism).员工和劳动关系工会:(union)地方工会:(local
union)行业工会:(craft union)产业工会:(industrial union)全国工
会:(national union)谈判组:(bargaining union)劳资谈判:(collective
bargaining)仲裁:(arbitration)罢工:(strike)内部员工关系:(internal
employee relations)纪律:(discipline)纪律处分:(disciplinary action)
申诉:(grievance)降职:(demotion)调动:(transfer)晋升:(promotion)
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