

雇用解雇表达方式 PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/150/2021_2022__E9_9B_87_E7_94_A8_E8_A7_A3_E9_c85_150995.htm 英文：

Hiring Process by which a company assesses qualified individuals to fill openings in the company. Medical test Standard test to determine whether a potential employee is fit for duty. Drug test Standard test to ensure that a potential is not taking illegal drugs or abusing prescribed drugs. Contract/forms Papers that must be signed by a new employee before employment begins. Can include employee contracts, medical forms, insurance forms, tax deduction forms, etc. Orientation Process to walk-through and acquaint new employees with policies, procedures, peers, subordinates, and other office staff. ER/HR meeting Meeting with a representative of the Employee Relations/Human Relations department for contract/form signing, orientation, discussion of general issues regarding employment. Lay-off Process by which a company notifies an employee that their job has eliminated or combined with existing functions due to the company facing adverse financial circumstances. A lay-off can be temporary or permanent. Downsizing Process whereby a company reduces its staff and/or operations through various actions such as early retirement, compensation packages, lay-offs, attrition, and firing. Can be short-term or long-term. Firing Process by which an employee is dismissed for various reasons, such as below-standard work quality, not following the company rules and regulations, theft, etc. Quitting

Process by which an employee terminates employment voluntarily.
Putting in notice Action by which an employee voluntarily notifies the appropriate company representative that he/she is

leaving/quitting.中文：雇用 公司评估并选出符合条件的应聘者来公司任职。 体检 确定一名未来雇员的健康状况是否足以胜任其工作的例行检查。 药检 确认一名未来雇员未服用毒品或滥用限制药物的例行检查。 合同表格 雇佣关系开始前新雇员必须签署的文件。包括雇用合同、医疗表格、保险表格、扣税表格等。 熟悉环境 使新雇员熟悉公司章程、办事程序、公司同僚、下属以及其他办公室人员的过程。 与雇员关系部或人事部会面 与一名雇员关系部门或人事部门的代表会面以签署合同/填写表格，熟悉公司环境，以及商谈有关雇用的大致事宜。 裁员或下岗 雇员被公司告知由于公司的金融状况不好，他们的职位已被裁撤或被现有的其他功能单位合并。 裁员有可能是暂时的，也有可能是永久性的。 缩减规模 公司通过各种方式缩减员工和/或公司业务的行为。比如说，让员工提早退休，给予补偿金，下岗分流，自动离职或是解雇。此行为可能是短期的，也有可能是长期的。 解雇 雇员因为各式各样的原因被开除。如工作质量不达标，违反公司章程，有偷窃行为等。 辞职 雇员主动终止雇佣关系。 请辞 雇员主动告知相关的公司代表他（她）将离开或辞职。 转贴于：考试大_商务英语考试 100Test 下载频道开通，各类考试题目直接下载。详细请访问 www.100test.com