

## Human Resources English Glossary – English for Special Purposes Core Vocabulary

The use of this lexical approach is essential for successful language acquisition in English for Specific Purposes.

In taking this lexical approach to attaining key vocabulary, students are encouraged to translate the specific words and phrases into their native tongues as each phrase has a very specific translation in each language.

absentee	freelance
absenteeism	full employment
absenteeism rate	full time
accident at work - industrial injury	full-time employment
applicant - candidate	general strike
application form	go on strike (v)
apply for a job (v)	gross wages and salaries
appoint a person (v)	have an accident at work (v)
apprenticeship	health care
aptitude test	higher education - advanced education
ask for a rise (v)	hold a position (v)
assessment of applicants	holiday (GB) - vacation (US)
assistant	human relations - human relationships
back pay	independent unions
bargaining power	index-linked wages
basic salary	indirect labour
be dismissed - to be fired (v)	industrial relations (GB) - labor relations (US)
be laid off (v)	industrial tribunal - labour court
be on probation - to be on trial (v)	internal regulations
be on strike (v)	interview (v)
be out of work(v)	irregular work - discontinuous work
business hours - office hours	job - employment
Christmas bonus	job application
clerical work - office work	job description
company bargaining - company negotiation	job evaluation
compensation for permanent disability	job satisfaction
concealed work - moonlighting	job security
contractual situation	job sharing
cost of living allowance	junior clerk - junior employee
credentials	labour costs
day shift	labour disputes
direct labour	labour force – manpower
disability pension	labour market
disciplinary measure - disciplinary sanction	labour mobility
dismiss - to fire (v)	labour relations - trade-union relations
dismissal	labour retraining
dismissal for cause	labour supply
dismissal without notice	learning by doing - learning by practice
early retirement	leave (v)
employer	letter of appointment
employment agency	lock-out
employment card - working papers	management training
employment contract - labour contract	managing director
employment for a trial period	middle management
employment office	minimum rate of pay
employment rate	motivation
executive cadres	night shift
executive personnel	occupation - employment
exit permit	office hours
experienced person	office manager
family allowances	office staff - office personnel
fill a vacancy	on the job training

outsourcing – to outsource (v)  
overtime pay  
overtime work  
partial disability  
part-time  
part-time job  
pay (v)  
pay formula - retribution diagram  
pay increase for merit  
payroll - payroll ledger  
payslip  
pension  
pension fund  
period of notice  
permanent disability  
permanent job - steady job  
permanent staff  
personnel - staff  
personnel department  
personnel requirements  
planner  
prevention  
production bonus  
professional qualifications  
professional training  
programmer  
public holiday (GB) - national holiday (US)  
purchasing manager  
redundancy payment  
re-employment  
refresher course  
relationship management  
remuneration  
resign (chairman) - to give notice (employee)  
resignation (chairman) - notice (employee)  
retire (v)  
retirement  
retirement age  
right to strike  
risk indemnity  
role clash  
salaried workers - employees  
salary  
salary range - wage band  
seasonal employment  
seasonal workers  
secondary job  
secure employment  
select candidates  
senior clerk - senior employee  
severance pay - dismissal pay  
short-term employment  
sick leave  
skilled labour  
skilled work  
skilled workers  
social costs  
social insurance - national insurance  
social security  
sole director  
staff costs - personnel costs  
strike (v)  
striker  
take measures (v)  
take one's holidays (v)  
temporary disability  
temporary staff  
the job is still vacant  
top manager  
total disability  
trade-union (GB) - labor union (US)  
train (v)  
training  
training period  
trial period  
under contract  
underemployed  
unemployment  
unemployment benefits  
union dues - union subscription  
union officer - trade unionist  
unjustified dismissal  
unpaid leave  
unskilled labour  
unskilled worker  
vacancy - vacant position  
wage bargaining - pay negotiations  
wage ceiling  
wage claims  
wage dynamics  
wage freeze  
wage indexation scale  
wage pressures  
wage-cost spiral  
wage-earning workers  
wage-packet (GB) - pay envelope (US)  
welfare contributions  
work at home (v)  
work overtime (v)  
work sheet  
worker - blue-collar worker  
working day  
working hour  
workload  
workplace  
workshift