

<<背88个短语掌握人力资源英语>>

图书基本信息

书名：<<背88个短语掌握人力资源英语>>

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作者：略颂

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前言

人力资源管理是一项与人打交道的工作。

作为跨国企业人力资源部门的员工，除了要具备人力资源管理的专业知识外，运用英语与人沟通、评价英文简历以及处理人事相关英文信函等技能都是职业工作中需要基本具备的能力。

试想，一位人力资源经理想在面试中考查一位应聘者的英语水平，却不能用英语提出问题，或是不能对面试者的英文回答做出正确的评估，是一件多么令人感到尴尬的事情。

或许您也正在或是正想从事人力资源管理工作，而苦于寻找一本好书，借以增强自己在人力资源英语方面的技能，从而实现事业上的突破。

《背88个短语掌握人力资源英语》正好可以作为您的入门教材。

本书提炼出人力资源的工作职责、招聘、甄选、雇用条件确定、员工沟通和劳资谈判中出现频率最高的句子，只要背诵这些短语，就能立竿见影地提高您驾驭人力资源英语的水平。

《背88个短语掌握人力资源英语》是“随身装小教材”系列图书之一。

本套图书小巧轻便，适于携带，供商务人士、外事工作者、科技人员忙里偷闲翻阅，让读者享受随时随地学习的乐趣。

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内容概要

人力资源管理是一项与人打交道的工作。

作为跨国企业人力资源部门的员工，除了要具备人力资源管理的专业知识外，运用英语与人沟通、评价英文简历以及处理与人事相关英文信函等能力也是工作中必须具备的，其实人力资源英语有许多高频词汇，短语和句式，只要背诵这些词汇、短语、句式，英语的使用技巧就会增强。

本书设计轻便小巧，便于随身携带，供商务人士忙里偷闲翻阅。

内容包括六个部分：人力资源工作职责、招聘、甄选、雇用条件确定，员工沟通和劳资谈判。给繁忙的商务人士随身携带，背88个高频短语，让人力资源英语超自信。

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书籍目录

前言使用说明1. 人力资源工作职责人力资源概念Human Resources / Human Resources Department / Human Resources Management人力资源部门工作职责The Responsibility of the Human Resources DepartmentThe HR manager has responsibility for all of the functions that deal with the needs and activities of the organization ' s people . You need to know exactly what the organization is looking for . Handling all the queries of the employees . OBe of the main tasks is to ensure that the employees in the organization should be offered a reasonable salary and benefits . It is the responsibility of HR department to develop the employees of the organization . Test yourself!Test yourself!参考答案2. 招聘招聘工作内容与流程Recruitment tasks职务说明Job description职务说明——职务名称Job title : General Manager职务说明——向Report to : Sales and Marketing Director职务说明——负责Responsible for a team of 5 people职务说明——主要工作目标Main purpose of job职务说明——工作职责ResponsibilitiesTo work closely with branch managersDirecting the maintenance and operation of the general accounting systemPlans and manages technical renovation projects职务说明——工作地点Based at ABC New Products Co . Ltd . , Beijing任职要求Person Specification / Job Specification任职要求——学历Graduation from a 4-year college or university with a degree in Finance . Accounting . Business or Public Administration . 任职要求——以往的经验Five or more years of professional related experience任职要求——技能要求Knowledge of business and contract lawSkill in using a personal computer,engineering applications , and data management software . Ability to communicate in English clearly and concisely,orally and in writing . Must be a very competent writer of business letters , quotations and proposals in English任职要求——个性 , 个人风格Active decision . maker able to work on own initiative任职要求——其他Willing to work overtime evenings or weekends when necessary . 招聘方式Which sources of recruitment does your company use to find new employees?Test yourself!Test yourself!参考答案Test yourself!Test yourself!参考答案3. 甄选简历Interested candidates please send your CV withexpected salary to the email address Please send detailed CV with Photo to us . 求职信Please email us your resume both in Chinese andEnglish , together with cover letter and recent photo求职回复——面试邀请An invitation to an interview We were very pleased to receive your application for ajob as XXX . We have received your application and we would like to invite you to an interview . 求职回复——拒绝We regret having to inform you that the position is no longer available . 求证推荐人Please give details of the position she was employed in and the responsibilities of her job . What is your view of Mr . Green ' s personalqualifications?面试——面试流程Job Interview / Interviewer / Applicant面试——问候与闲聊4.雇用条件确定5.员工沟通6.劳资谈判

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章节摘录

关于雇佣合同的常见词汇和词组： employment contract 雇佣合同 fixed-term contract 固定期限劳动合同 A “ fixed-term employment contract ” is an employment contract whose ending date is agreed upon by the Employer and the Employee . 固定期限劳动合同， 是指雇主与雇员约定合同终止时间的劳动合同。

unfixed-term employment contract / open-ended employment contract 无固定期限劳动合同 An “ open-ended employment contract ” is an employment contract for which the Employer and the Employee have agreed not to stipulate a definite ending date . 无固定期限劳动合同，是指雇主与雇员约定无确定终止时间的劳动合同。

sign a employment contract 签署雇佣合同 employment contract renewal 续签雇佣合同

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编辑推荐

《背88个短语掌握人力资源英语》设计轻便小巧，便于随身携带，供商务人士忙里偷闲翻阅。内容包括六个部分：人力资源工作职责、招聘、甄选、雇用条件确定，员工沟通和劳资谈判。给繁忙的商务人士随身携带，背88个高频短语，让人力资源英语超自信。

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