

HUMAN RESOURCES GLOSSARY



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| A | absentee | someone who is not at work when they should be |
| | absenteeism | a situation in which people are not at work when they should be |
| | absenteeism rate | a formula showing the percentage of days employees miss unexpectedly during a period |
| | applicant | a person who formally requests and applies for a job |
| | application form | a document that you complete in order to apply for a job |
| | apply for a job (verb) | to officially ask for a job and send one's related documents (CV etc.) |
| | appoint (a person) | to choose someone officially for a job or responsibility |
| | appointment letter | a letter that officially tells someone they have got a job with a company or organization |
| | appraisal | regular evaluation of an employee's performance, development requirements and potential |
| | apprentice | someone who works for an employer for an agreed period of time in order to learn a new skill, often for a low wage |
| | apprenticeship | a period of time working as an apprentice |
| | aptitude test | a test to find out if someone has a natural ability for a particular type of work |
| | assessment of applicants | the process of considering all the information about an applicant and making a judgement |
| | assistant | someone who helps someone else to do a job |
| B | back pay | income that should have been paid or was expected at an earlier time |
| | bargaining power | the ability of a person or group to get what they want |
| | basic salary | the amount of money that someone earns every year in their job, not including any extra payments they may receive |