

2. Human Resources (HR) & Recruitment Ressources humaines et recrutement



résumé	CV	assess (vb)	évaluer
vacancy	poste vacant	be shortlisted (vb)	être sur la liste de candidats
temp agency	agence d'intérim		sélectionnés
appraisal	évaluation	take on (vb)	embaucher
staff attendance	(taux de) présence du personnel	appoint (vb)	nommer
(sick, maternity...) leave	congé (maladie, maternité...)	clock in/out (vb)	pointer
manpower	main d'œuvre, effectifs	downsize (vb)	réduire les effectifs
transfer (n / vb)	mutation / muter	lay off (vb)	licencier pour motif économique
		dismiss (vb)	renvoyer
apply (vb)	poser sa candidature	give notice (vb)	donner son préavis
provide a reference (vb)	fournir une référence	resign (vb)	démissionner

Exercice 5 Les mots à connaître : Human Resources & Recruitment

► Corrigé p. 217

Complétez les phrases avec tous les mots de l'encadré en les conjuguant ou en les mettant au pluriel si nécessaire.

- We have to investigate* why is so low at the moment.
- Before you can leave the company, you have to of one month.
- She applied for a to the West Coast.
- One of the benefits of working for this is having four weeks of annual
- If you don't on time in the morning, your pay may be docked*.
- The employee was for being late three times in one month.
- Unfortunately, we had to 20 members of our production team, as there is not enough work to justify the we had available.
- Being is a very good sign that you will get the job.
- If you wish* to for the position, please send us your and be prepared to
- Kurt received a promotion after an excellent annual
- Ms. Newberry didn't find her job fulfilling any longer, so she and found a better job.
- The first action of a company in trouble is to - to reduce the overall* number of employees.
- We hope to an excellent candidate to fill the in the Advertising department.
- In 360° evaluations, coworkers* are asked to their colleagues.
- The new staff representative* was yesterday. I have high hopes* for her.

*Mots & expressions	investigate : chercher à savoir docked : réduit wish : souhaiter overall : total coworker : collègue staff representative : délégué du personnel high hopes : grands espoirs
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Exercice 6 Les familles de mots

► Corrigé p. 217

Complétez chaque phrase avec le mot qui convient.

- The vice president's happened immediately after the merger.
 - dismiss
 - dismissed
 - dismissal
 - dismissive
- The of a new Production Manager was very welcome news.
 - appoint
 - appointed
 - appointee
 - appointment
- Frida received a lot of from her line manager for completing the project ahead of time.
 - praise
 - appraise
 - appraisal
 - appraising

- 4 There's an opening in Marketing that I encourage you to for.
 (A) apply
 (B) applied
 (C) applicant
 (D) application
- 5 At his annual, Gareth was told to be more punctual.
 (A) assess
 (B) assessed
 (C) assessor
 (D) assessment
- 6 I asked for a day of leave in order to care for my mother who broke her leg.
 (A) annual
 (B) maternity
 (C) sick
 (D) family
- 7 Hans decided to leave the company on a Wednesday and handed in his the next day.
 (A) sign
 (B) resign
 (C) resigned
 (D) resignation
- 8 Ian asked to be from the Baker Street site to the downtown site.
 (A) transfer
 (B) transferred
 (C) transferral
 (D) transferring
- 9 From the 25 applicants, we have selected a of three.
 (A) shortlists
 (B) shortlist
 (C) shortlisted
 (D) shortlisting
- 10 The applicant's history is not complete – there's a big gap of five years.
 (A) employ
 (B) employee
 (C) employer
 (D) employment

Exercice 7 Les prépositions

► Corrigé p. 217

Complétez ces expressions avec une préposition de la liste, puis complétez les phrases avec les verbes à particules obtenus.

out – off – on – from – for

apply (a job)

take (staff)

clock (before leaving the office)

resign (a position)

lay (workers)

be the shortlist

- At 5 P.M. Yolanda was waiting by the time clock, impatient to and leave.
- Did you the vacancy in the Human Resources department?
- I didn't get the job, but at least I was
- The person we will must be flexible and reliable.
- If we budget carefully, we can avoid too many workers.
- Why did you your last position?

Exercice 8 Les synonymes

► Corrigé p. 217

Remettez les lettres dans l'ordre pour trouver le synonyme de chaque mot.

- | | |
|---------------------------------------|-------------------------------------|
| 1 opening : vyaancc | 4 presence : aaettnncd |
| 2 give notice : rnsegi | 5 hire : teka no |
| 3 assessment : aaarslppi | |

Exercice 5 Les mots à connaître : *Human resources & Recruitment*

- 1 We have to investigate why staff attendance is so low at the moment.
- 2 Before you can leave the company, you have to give notice of one month.
- 3 She applied for a transfer to the West Coast.
- 4 One of the benefits of working for this temp agency is having four weeks of annual leave.
- 5 If you don't clock in on time in the morning, your pay may be docked.
- 6 The employee was dismissed for being late three times in one month.
- 7 Unfortunately, we had to lay off 20 members of our production team, as there is not enough work to justify the manpower we had available.
- 8 Being shortlisted is a very good sign that you will get the job.
- 9 If you wish to apply for the position, please send us your résumé and be prepared to provide a reference.
- 10 Kurt received a promotion after an excellent annual appraisal.
- 11 Ms. Newberry didn't find her job fulfilling any longer, so she resigned and found a better job.
- 12 The first action of a company in trouble is to downsize – to reduce the overall number of employees.
- 13 We hope to take on an excellent candidate to fill the vacancy in the Advertising department.
- 14 In 360° evaluations, coworkers are asked to assess their colleagues.
- 15 The new staff representative was appointed yesterday. I have high hopes for her.

Exercice 6 Les familles de mots

- 1 The vice president's (C) dismissal happened immediately after the merger.
Le renvoi du vice président a eu lieu juste après la fusion.
- 2 The (D) appointment of a new Production Manager was very welcome news.
L'annonce de la nomination d'un nouveau chef de production a été très bien accueillie.
- 3 Frida received a lot of (A) praise from her line manager for completing the project ahead of time.
Frida a reçu beaucoup d'éloges de la part de son responsable pour avoir terminé le projet en avance.
- 4 There's an opening in Marketing that I encourage you to (A) apply for.
Il y a un poste vacant au service Marketing auquel je vous encourage à postuler.
- 5 At his annual (D) assessment, Gareth was told to be more punctual.
Lors de son évaluation annuelle, on a demandé à Gareth d'être plus ponctuel.
- 6 I asked for a day of (D) family leave in order to care for my mother who broke her leg.
J'ai demandé une journée de congé exceptionnel afin de m'occuper de ma mère qui s'est cassé la jambe.
- 7 Hans decided to leave the company on a Wednesday and handed in his (D) resignation the next day.
Hans a décidé de quitter l'entreprise un mercredi et il a donné son préavis le lendemain.
- 8 Ian asked to be (B) transferred from the Baker Street site to the downtown site.
Ian a demandé à être muté du site de Baker Street à celui du centre-ville.
- 9 From the 25 applicants, we have selected a (B) shortlist of three.
Sur les 25 candidats, nous en avons sélectionné trois.
- 10 The applicant's (D) employment history is not complete – there's a big gap of five years.
Le déroulé de carrière du candidat n'est pas complet; il y a un gros espace de cinq ans.

Exercice 7 Les prépositions

apply for
take on
clock out
resign from
lay off
be on the shortlist

- 1 At 5 P.M. Yolanda was waiting by the time clock, impatient to clock out and leave.
- 2 Did you apply for the vacancy in the Human Resources department?
- 3 I didn't get the job, but at least I was on the shortlist.
- 4 The person we will take on must be flexible and reliable.
- 5 If we budget carefully, we can avoid laying off too many workers.
- 6 Why did you resign from your last position?

Exercice 8 Les synonymes

- | | |
|--------------------------|-------------------------|
| 1 opening : vacancy | 4 presence : attendance |
| 2 give notice : resign | 5 hire : take on |
| 3 assessment : appraisal | |

3. Remuneration and contracts – La paie et les contrats



<i>trial period</i>	période d'essai	<i>freelance</i>	à son compte
<i>full-time / part-time</i>	à plein temps / à temps partiel	<i>agreement</i>	accord
<i>pay slip</i>	bulletin de paie	<i>amendment</i>	avenant
<i>salary</i>	salaire	<i>party</i>	partie
<i>hourly wage</i>	salaire horaire	<i>binding</i>	qui lie
<i>overtime</i>	heures supplémentaires	<i>hereunder</i>	ci-dessous
<i>raise (n / vb)</i>	augmenter / augmentation	<i>whereby</i>	selon lequel, par lequel
<i>incentive</i>	motivation		
<i>benefits</i>	avantages		
<i>perks</i>	avantages (en nature)	<i>abide by (vb)</i>	respecter
<i>volunteer</i>	bénévole	<i>be eligible (vb)</i>	avoir droit

Exercice 9 Les mots à connaître : Remuneration and contracts

► Corrigé p. 218

Complétez les phrases avec tous les mots de l'encadré en les conjuguant ou en les mettant au pluriel si nécessaire.

- If your situation changes, we can modify your contract with an
- I asked my boss for a and she said yes!
- I'm not sure I would like to have a contract, because there is no guarantee of revenue.
- It can look good on your résumé if you work as a during periods of unemployment*.
- When you sign the contract, it becomes
- If you are on a monthly, then you are not paid extra for working However*, if you are paid an, then you are paid more for every extra hour you work.
- Each agrees to the terms of the contract for its duration*.
- At the end of your 6-week, you will for all the advantages the company offers.
- Sometimes your salary and are not enough of an to stay in a job you don't like.
- Mrs. Samantha Drew, referred to as the "service provider"...
- The two parties reached an after some negotiating.
- The contract stipulates* that both and employees will receive a at the end of each pay period (monthly or fortnightly).
- The grievance* procedure, the employee may make a complaint* about the employer, is long and complicated.
- There are some notable to working for a larger company.

*Mots & expressions	<i>unemployment</i> : chômage <i>however</i> : cependant <i>duration</i> : durée <i>stipulate</i> : stipuler <i>grievance</i> : doléance <i>complaint</i> : plainte
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Exercice 10 Les familles de mots

► Corrigé p. 218

Complétez chaque phrase avec le mot qui convient.

- The two parties to sign the contract.
 - agrees
 - agreed
 - agreeing
 - agreement
- You are by the terms of the contract.
 - bind
 - binding
 - bound
 - binder

- 3 The company is referred to as the "contractor"
- (A) whereby
(B) whereas
(C) hereby
(D) hereunder
- 4 Automotive have been increased by 0.5%.
- (A) salary
(B) salaries
(C) salaried
(D) wage
- 5 I sat in on an meeting on the subject of pay raises.
- (A) hour
(B) hours
(C) hourly
(D) hour-long
- 6 Susan regularly at her local soup kitchen.
- (A) volunteer
(B) volunteers
(C) voluntary
(D) volunteer work
- 7 Only workers are eligible for all benefits.
- (A) full-time
(B) part-time
(C) overtime
(D) half time
- 8 The government has once again taxes.
- (A) rise
(B) risen
(C) raise
(D) raised
- 9 If you are over 18, you are to vote in my country.
- (A) alleged
(B) legible
(C) eligible
(D) illegible
- 10 You should choose a family member to be the of your insurance policy.
- (A) benefit
(B) benefits
(C) beneficial
(D) beneficiary

Exercice 11 Le vocabulaire

► Corrigé p. 218

Choisissez le mot en gras qui convient le mieux au sens de la phrase.

- 1 Salaries will **rise** / raise next month.
 2 My **salary** / wages were smaller this month.
 3 I was very happy to receive my **pink slip** / pay slip today.
 4 Sorry, but your handwriting is completely **legible** / illegible!
 5 The **freelance** / volunteer billed us by the hour.

Exercice 12 Les synonymes

► Corrigé p. 218

Trouvez le synonyme des mots entre parenthèses dans la liste *Remuneration and contracts* p. 28.

- 1 When you sign an (contract), you agree to (respect) the terms.
 2 I get a lot of (benefits) in my job – a company car, health insurance and luncheon vouchers.
 3 There is a six-week (probationary period) built into my contract.
 4 Each (signatory) must sign at the bottom of every page.

Exercice 9 Les mots à connaître : Remuneration and contracts

► Énoncé p. 28

- 1 If your situation changes, we can modify your contract with an **amendment**.
- 2 I asked my boss for a **raise** and she said yes!
- 3 I'm not sure I would like to have a **freelance** contract, because there is no guarantee of revenue.
- 4 It can look good on your résumé if you work as a **volunteer** during periods of unemployment.
- 5 When you sign the contract, it becomes **binding**.
- 6 If you are on a monthly **salary**, then you are not paid extra for working **overtime**. However, if you are paid an **hourly wage**, then you are paid more for every extra hour you work.
- 7 Each **party** agrees to **abide by** the terms of the contract for its duration.
- 8 At the end of your 6-week **trial period**, you will **be eligible** for all the advantages the company offers.
- 9 Sometimes your salary and **perks / benefits** are not enough of an **incentive** to stay in a job you don't like.
- 10 Mrs. Samantha Drew, **hereunder** referred to as the "service provider"...
- 11 The two parties reached an **agreement** after some negotiating.
- 12 The contract stipulates that both **part-time** and **full-time** employees will receive a **pay-slip** at the end of each pay period (monthly or fortnightly).
- 13 The grievance procedure, **whereby** the employee may make a complaint about the employer, is long and complicated.
- 14 There are some notable **perks / benefits** to working for a larger company.

Exercice 10 Les familles de mots

► Énoncé p. 28

- 1 The two parties **(B)** agreed to sign the contract.
Les deux parties ont accepté de signer le contrat.
- 2 You are **(C)** bound by the terms of the contract.
Vous êtes lié par les termes du contrat.
- 3 The company is referred to as the "contractor" **(D)** hereunder.
La société sera nommée "prestataire" ci-après.
- 4 Automotive **(B)** salaries have been increased by 0.5%.
Les salaires de l'industrie automobile ont été augmentés de 0,5 %.
- 5 I sat in on an **(D)** hour-long meeting on the subject of pay raises.
J'ai assisté à une réunion d'une heure sur les augmentations.
- 6 Susan **(B)** volunteers regularly at her local soup kitchen.
Susan fait régulièrement du bénévolat à la soupe populaire de son quartier.
- 7 Only **(A)** full-time workers are eligible for all benefits.
Seulement les employés à temps plein ont droit à tous les avantages.
- 8 The government has once again **(D)** raised taxes.
Le gouvernement a de nouveau augmenté les impôts.
- 9 If you are over 18, you are **(C)** eligible to vote in my country.
Si vous avez 18 ans ou plus, vous avez le droit de voter dans mon pays.
- 10 You should choose a family member to be the **(D)** beneficiary of your insurance policy.
Vous devriez choisir un membre de la famille comme bénéficiaire de votre police d'assurance.

Tip! Il faut un participe passé pour compléter la forme passive.

Tip! Le verbe est au pluriel, ce qui exclut les réponses (A) et (D).

Exercice 11 Le vocabulaire

► Énoncé p. 29

- 1 Salaries will **rise** next month. (*rise est intransitif, raise a un complément d'objet, et donc un 'agent' qui effectue l'augmentation*)
- 2 My **wages** were smaller this month. (*le verbe est au pluriel; de plus, un salaire reste le même chaque mois, alors que wages dépend du nombre d'heures travaillées*)
- 3 I was very happy to receive my **pay slip** today. (*pink slip est une feuille qui vous annonce que vous êtes renvoyé*)
- 4 Sorry, but your handwriting is completely **illegible**!
- 5 The **freelance** billed us by the hour. (*un bénévole ne facture pas son temps de travail*)

Exercice 12 Les synonymes

► Énoncé p. 29

- 1 When you sign an **agreement**, you agree to **abide by** the terms.
- 2 I get a lot of **perks** in my job – a company car, health insurance and luncheon vouchers.
- 3 There is a six-week **trial period** built into my contract.
- 4 Each **party** must sign at the bottom of every page.