VOCABULAIRE

2. Human Resources & Recruitment

In LiveWorksheets, the spelling must be exact.
If you misspell the word, it will be counted wrong.

Type the correct vocabulary word into the text box in each sentence. Some sentences have more than one text box. Be careful of your spelling!

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

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

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

Write the letter (only the LETTER) of the correct response in the text box.

Exercice 6 Les familles de mots

Complétez chaque phrase avec le mot qui convient.

1 The vice president's ..... happened immediately after the merger.
Ⓐ dismiss
Ⓑ dismissed
Ⓒ dismissal
Ⓓ dismissive

2 The ..... of a new Production Manager was very welcome news.
Ⓐ appoint
Ⓑ appointed
Ⓒ appointee
Ⓓ appointment

3 Frida received a lot of ..... from her line manager for completing the project ahead of time.
Ⓐ praise
Ⓑ appraise
Ⓒ appraisal
Ⓓ appraising

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4 There's an opening in Marketing that I encourage you to ..... for.
- Ⓐ apply
- Ⓑ applied
- Ⓒ applicant
- Ⓓ application

5 At his annual ..... , Gareth was told to be more punctual.
- Ⓐ assess
- Ⓑ assessed
- Ⓒ assessor
- Ⓓ assessment

6 I asked for a day of ..... leave in order to care for my mother who broke her leg.
- Ⓐ annual
- Ⓑ maternity
- Ⓒ sick
- Ⓓ family

7 Hans decided to leave the company on a Wednesday and handed in his ..... the next day.
- Ⓐ sign
- Ⓑ resign
- Ⓒ resigned
- Ⓓ resignation

8 Ian asked to be ..... from the Baker Street site to the downtown site.
- Ⓐ transfer
- Ⓑ transferred
- Ⓒ transferral
- Ⓓ transferring

9 From the 25 applicants, we have selected a ..... of three.
- Ⓐ shortlists
- Ⓑ shortlist
- Ⓒ shortlisted
- Ⓓ shortlisting

10 The applicant's ..... history is not complete – there's a big gap of five years.
- Ⓐ employ
- Ⓑ employee
- Ⓒ employer
- Ⓓ employment

Exercice 7 Les verbes

Complétez les verbes avec une préposition ou une particule de la liste, puis complétez les phrases avec les verbes obtenus.

out – off – on – on – from – for

apply ..... *(a job)*
take ..... *(staff)*
clock ..... *(before leaving the office)*
resign ..... *(a position)*
lay ..... *(workers)*
be ..... the shortlist

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

Exercice 8 Les synonymes

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

1 opening : **vyaancc** .....
2 give notice : **rnsegi** .....
3 assessment : **aaarslppi** .....
4 presence : **aaeettnncd** .....
5 hire : **teka no** .....

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