

16. What does the phrase “to provide an employee with an experienced person who can assist with professional development and offer support and advice” refer to?

- A. mentoring B. secondment C. balancing D. induction

17. Steve will prepare a proposal to submit _____ the next regular meeting.

- A. at B. in C. on D. to

18. Salaries are normally _____ annually.

- A. reviewed B. retrieved C. offered D. commenced

19. Your husband is the _____ of your life assurance policy in the event of your death.

- A. beneficiary B. beneficial C. benefit D. beneficent

20. Remuneration to blue collar workers is called _____.

- A wage B. salary C. compensation D. payment

Match with words or phrases (21-30) to the explanations or definitions (A-J)

21. disciplinary procedures

A. organizations that match jobs with people’s experience

22. intranet

B. accidents that happen at work

23. leadership

C. to be on target

24. relocate

D. until we have something available

25. accompanying

E. exchange of information between team members

26. pending

F. enclosed

27. to be at the exact level predicted

G. the ability to head a group or company

28. recruitment agencies

H. ways of warning employees that they are breaking the rules

29. liaison within the team

I. to move to a new area (with your job)

30. workplace injuries

J. an organization’s private computer network

of	recruitment	essential	towards	decided
value	revealed	balance	exactly	before

Dissatisfaction over benefits packages

New research has _____ (31) that many employees don’t appreciate their benefits or know their value in monetary terms, despite the fact that 90% of employers believe such benefits are _____ (32) to both attract and keep staff.

At a time of strong competition in the _____ (33) market, it’s important that money is spent on relevant benefits and that they are appreciated by the staff. There is a move _____ (34) more flexible benefits where employees can choose their package, the report stated. A number _____ (35) initiatives are currently being piloted by companies.

One such company recently _____ (36) to introduce a new benefits package in stages and then issued all staff with an employee benefits statement, so they could see _____ (37) what they were getting. Now they are running focus groups on the scheme, _____ (38) introducing fully flexible benefits. These focus groups allow staff and employers to examine the full extent of the benefits being offered, and to find out which benefits have the most _____ (39) to each individual and how they can best help the work/ life _____ (40) of today’s employees.