



LISTEN

AND FILL IN THE GAPS

NAME:

CLASS NAME

LISTEN

X X X X X X



..... deals with the management of a company's employees. includes,, employee development, pay and If you have any questions about your benefits or vacation please talk to our office

..... the number of people employed in a company or organization is called the In HR we often talk about increasing reducing or cutting the Reducing our by 15 people has allowed us to cut our payroll expense by 25% you.

..... is the process of attracting finding and selecting new Recruiters must match qualified people with the right through screening and rather than hiring experienced employees on high salaries. We prefer to and young college graduates.

..... instead of hiring people who apply for a job a company may them from other organizations. A job is to find qualified employees to fill positions. I worked at KPMG for ten years but recently I was for an executive position at Deloitte

..... lists the tasks responsibilities and qualifications of a job you should read the carefully before your interview so you can match your to the position

..... the money a company pays its employees in, or bonuses is called Many companies have an organized structure that links pay to and the length of employment I enjoy my job but the isn't really good enough to live in a city like New York

..... are the given to employees in addition to or may include vacation time insurance plans and pension plans. Recent changes to our employee package include a new dental plan and extended holidays.

..... differ from as they are usually tied to specific goals such ()

