

## 2. Human Resources &amp; 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.
  - (A) dismiss
  - (B) dismissed
  - (C) dismissal
  - (D) dismissive
- 2 The ..... of a new Production Manager was very welcome news.
  - (A) appoint
  - (B) appointed
  - (C) appointee
  - (D) appointment
- 3 Frida received a lot of ..... from her line manager for completing the project ahead of time.
  - (A) praise
  - (B) appraise
  - (C) appraisal
  - (D) appraising

## VOCABULARY Quiz 2 QUIZ

- 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 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 : <b>vyancc</b> .....       | 4 presence : <b>aaettnncd</b> ..... |
| 2 give notice : <b>rnsegi</b> .....   | 5 hire : <b>teka no</b> .....       |
| 3 assessment : <b>aaarslppi</b> ..... |                                     |