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# Human Resources homeworks



# Fill in the Blanks



Choose the correct word to complete each sentence.

1. The process of attracting, selecting, and hiring employees is called \_\_\_\_\_.

- (a) Training
- (b) Recruitment
- (c) Performance appraisal

2. A job \_\_\_\_\_ is a document that outlines the responsibilities, duties, and qualifications required for a role.

- (a) Description
- (b) Offer
- (c) Evaluation

# Fill in the Blanks



3. An employee's \_\_\_\_\_ refers to their salary, benefits, and incentives.

- (a) Compensation
- (b) Promotion
- (c) Termination

4. A performance \_\_\_\_\_ is a process where an employee's work is reviewed and evaluated.

- (a) Dismissal
- (b) Appraisal
- (c) Interview

5. The process of integrating a new employee into the company is called \_\_\_\_\_.

- (a) Selection
- (b) Onboarding
- (c) Termination

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# True or False

Write True if the statement is correct and False if it is incorrect.

1. An exit interview is conducted when a new employee joins the company. \_\_\_\_\_
2. Training and development help employees improve their skills. \_\_\_\_\_
3. Employee engagement is not important for company success. \_\_\_\_\_
4. HR is responsible for enforcing workplace policies. \_\_\_\_\_
5. Discrimination in hiring is illegal in most countries. \_\_\_\_\_



# Vocabulary Practice

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Match the Roles with the Descriptions

| Job Role              | Responsibilities                     |
|-----------------------|--------------------------------------|
| 1. Recruitment        | a) Ending an employee's contract     |
| 2. Benefits           | b) Hiring and selecting candidates   |
| 3. Termination        | c) Extra perks like health insurance |
| 4. Performance Review | d) Evaluation of an employee's work  |
| 5. Training           | e) Helping employees develop skills  |



# Multiple Choice

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Choose the correct answer for each question.

What is the primary role of Human Resources (HR) in an organisation?

- (a) Selling products
- (b) Managing employee relations and company policies
- (c) Handling customer complaints

Which of the following is NOT part of the recruitment process?

- (a) Job posting
- (b) Interviewing candidates
- (c) Employee termination

What is the purpose of an employee handbook?

- (a) To provide company rules and policies
- (b) To track employee attendance
- (c) To assign daily tasks



# Multiple Choice

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If an employee is consistently late to work, what should HR do first?

- (a) Fire the employee immediately
- (b) Issue a warning or discuss the issue with them
- (c) Ignore the issue

Which of the following is an example of workplace discrimination?

- (a) Promoting an employee based on performance
- (b) Not hiring someone because of their race or gender
- (c) Offering employees different training opportunities



# Fill in the Blanks

Use the correct HR term to complete the sentences.

1. The HR department is responsible for handling employee \_\_\_\_\_, such as resolving conflicts and addressing concerns.
2. \_\_\_\_\_ is the process of teaching employees new skills or improving their existing ones.
3. An employee's \_\_\_\_\_ package includes salary, health insurance, and paid time off.
4. When an employee leaves a company, they often have an \_\_\_\_\_ interview to share feedback about their experience.
5. The process of evaluating an employee's job performance is called a \_\_\_\_\_ review.



Read each scenario and answer the question.

Scenario: A new employee joins the company, but they are unsure about the company's policies and expectations.

Question: What HR process should be used to help the new employee adjust?

Scenario: An employee has a conflict with their supervisor about their workload.

Question: What HR strategy can help resolve this issue?

Scenario: A company wants to improve employee motivation and satisfaction.

Question: What HR initiatives can be implemented to achieve this goal?

# Scenario-Based Questions

