

Human Resource Basic 2

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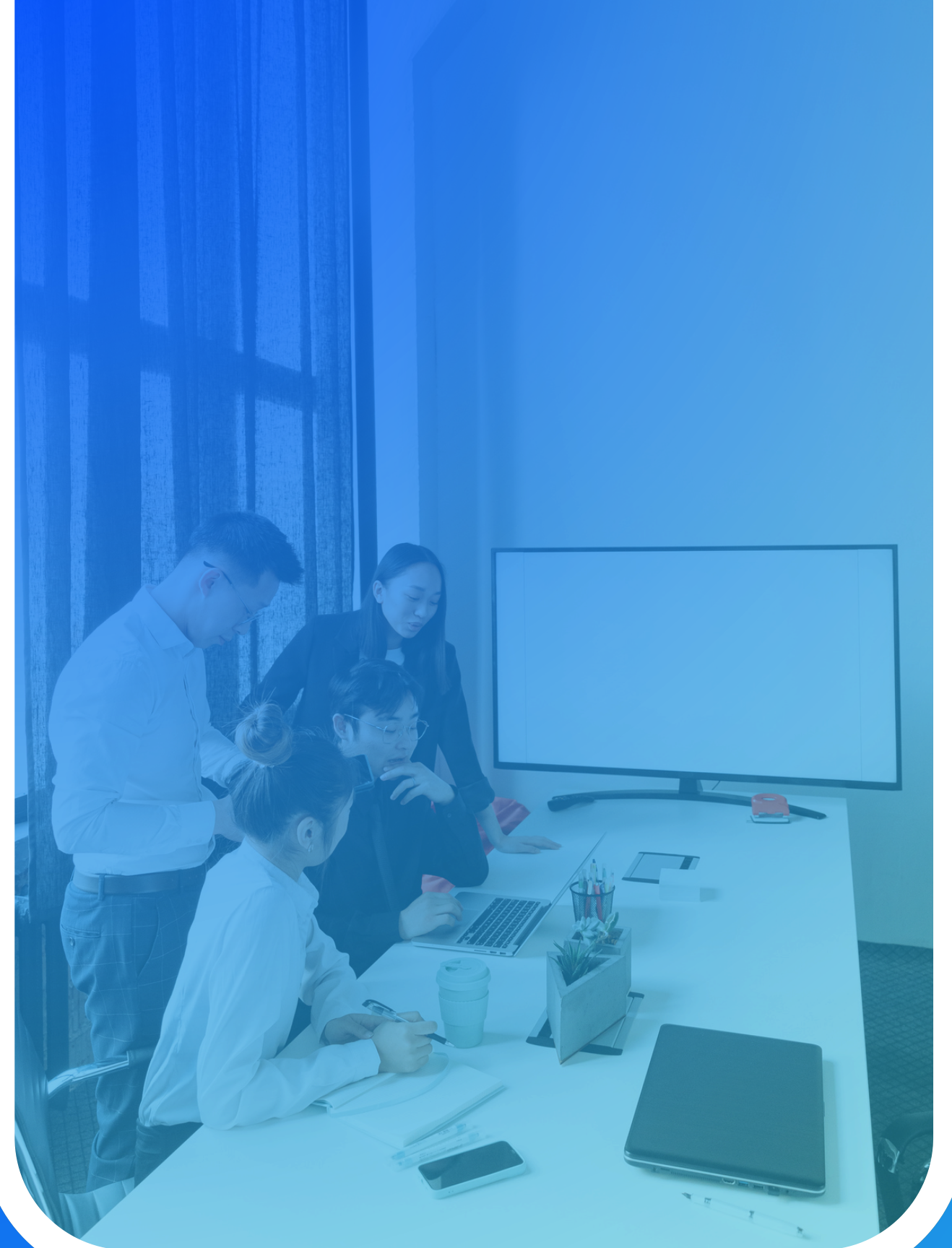
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Expanded HR Vocabulary

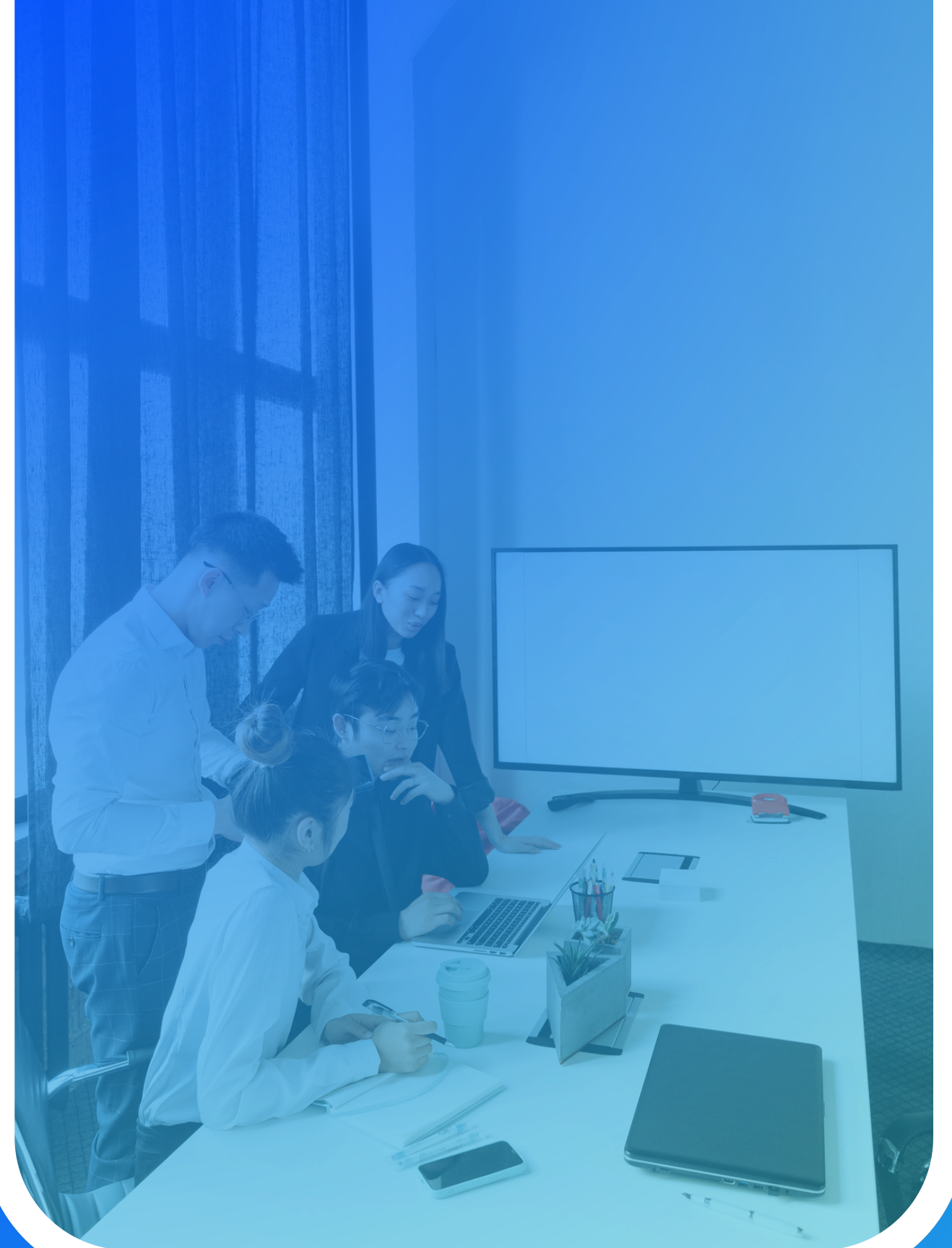
- Position: The title of your job or role in the company (e.g., Sales Associate, Office Assistant).
- Responsibility: The specific tasks or duties you need to do in your job (e.g., managing emails, helping customers).
- Supervisor: The person who manages your work and gives you tasks (e.g., your direct boss).
- Team: A group of employees who work together on projects or tasks.
- Leave: Approved time off from work for personal reasons, sickness, or vacation.
 - Sick Leave: Time off due to illness.
 - Vacation Leave: Time off for holidays or travel.

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Expanded HR Vocabulary

- Probation Period: A trial period (often 3 or 6 months) to see if you fit the job well before you are fully hired.
- Appraisal: A meeting where your performance is reviewed by your supervisor.
- Contract: A legal document that states your job details, salary, and working conditions.
- Onboarding: The process of welcoming and training new employees.
- Dismissal: When an employee is asked to leave the company, often for not meeting job requirements.
- Retirement: Leaving your job permanently, often after many years, typically due to age.



Grammar Focus: Past Simple Tense



The past simple tense is used to talk about actions or events that happened at a specific time in the past. It's useful for discussing work experience, previous responsibilities, and job histories.

- Form: (Subject + past form of the verb)
 - Regular verbs: add -ed to the base verb (e.g., worked, completed, managed).
 - Irregular verbs: use the unique past form (e.g., went, did, had, saw).

Grammar Focus: Past Simple Tense



Positive Form Examples

- "I worked as a Sales Assistant last year."
- "She completed her training two weeks ago."
- "They hired a new manager."

Negative Form Examples

To make it negative, use did not (or didn't) + base form of the verb.

- "I did not receive the email about my contract."
- "She did not have a meeting with her supervisor."

Grammar Focus: Past Simple Tense



Question Form Examples

To form questions, start with Did + subject + base form of the verb.

- "Did you work at this company last year?"
- "Did she apply for the position in marketing?"

Grammar Focus: Past Simple Tense



Common Irregular Past Verbs

Some verbs don't follow the regular -ed pattern. Here are a few common ones:

- Go → went: "I went to HR last Monday."
- Have → had: "She had a job in finance."
- Do → did: "They did a team-building workshop last month."
- Make → made: "He made a presentation for the training session."

Detailed Dialogue for Practice

Situation: David, a new employee, meets with Sarah from HR after his first month at the company. They discuss his probation period, responsibilities, and training.

Sarah: "Good morning, David! How has your first month been?"

David: "Good morning, Sarah! It's been great. I learned a lot and met many team members."

Sarah: "That's good to hear! Did you feel comfortable with the training?"

David: "Yes, I did. The onboarding program was very helpful. Before I joined, I didn't know much about the software we use, but now I feel more confident."

Detailed Dialogue for Practice



Sarah: "I'm glad to hear that. Our training program is designed to help new employees settle in. Did you have any difficulties with your responsibilities?"

David: "Not really. My supervisor, Mr. Chen, explained my tasks clearly. However, I did have a small issue with the reporting tool last week."

Sarah: "Oh, I see. If you ever have technical problems, you can always contact the IT department."

David: "Thank you, I'll keep that in mind. By the way, my probation period ends next month, right?"

Detailed Dialogue for Practice



Sarah: "Yes, exactly. After your probation period, you will have a performance appraisal. This is a meeting to review your work performance and discuss any potential areas for improvement."

David: "That sounds good. I want to make sure I meet all expectations. I also have a question about leave. How should I request time off if I need it?"

Sarah: "Good question! You'll need to fill out a leave form. Once you submit it, your supervisor will approve it."

David: "Great! Thank you for the information, Sarah."

Sarah: "You're welcome, David. Keep up the good work, and don't hesitate to ask if you have more questions."

More Common HR Questions and Answers

Here are additional questions HR may ask, along with suggested responses:

- Question: "Have you worked in a similar position before?"
 - Answer: "Yes, I worked in a similar role last year."
- Question: "Did you have any difficulties with the tasks assigned?"
 - Answer: "No, I did not have any major issues."
- Question: "Do you have any experience with [specific software/tool]?"
 - Answer: "Yes, I used this software in my last job."
- Question: "Did you complete all your training?"
 - Answer: "Yes, I finished the training last week."



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Practice Sentences and Questions

Use these sentences to talk about past work experience and job duties:

- "I worked at a retail store before this job."
- "We had a team meeting last Friday."
- "I did not have a performance appraisal at my last job."
- "They gave me more responsibilities after my probation period."



Practice Sentences and Questions

Practice asking questions in past simple:

- "Did you attend the meeting yesterday?"
- "Did she complete the onboarding training?"
- "Did they hire new employees last month?"
- "Did you meet your team on your first day?"



Important Documents and Forms in HR

- Application Form: A form to apply for a job.
- Employee Handbook: A guide with company rules and information.
- Contract: A document that details your position, salary, and conditions.
- Payslip: A document showing your earnings and deductions for the month.
- Leave Form: A form you fill out to request vacation or sick leave.

