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Human Resources basic 8



Key Vocabulary

Human Resources uses specific terminology to describe people, actions, documents, and procedures. Understanding this vocabulary is essential for professional communication.

Recruitment refers to the entire process of attracting, selecting, and hiring new employees. It often includes advertising positions, screening applications, and conducting interviews.

An **applicant** is a person who submits an application for a job. Once selected, the applicant becomes a candidate and later an employee.

A **job vacancy** is an open position within a company. HR publishes job vacancies to attract qualified candidates.

An **interview panel** is a group of managers or HR staff who interview candidates together.



Key Vocabulary

Onboarding is the structured process of integrating a new employee into the company. It includes orientation, training, and introduction to company policies.

A **probation period** is a trial period at the beginning of employment during which performance is closely monitored.

A **performance review** or performance appraisal is a formal evaluation of an employee's work, behaviour, and achievements.

Employee engagement describes how motivated and committed employees are to their work and organisation.

A **promotion** occurs when an employee moves to a higher position with more responsibility.

A **transfer** happens when an employee changes departments or locations.

Dismissal or termination refers to the official end of an employment contract.



Key Vocabulary

A **grievance** is a **formal complaint** made by an employee regarding workplace issues.

Absenteeism describes frequent or unexplained absence from work.

Payroll administration includes calculating salaries, bonuses, overtime, and deductions.

Compliance means following labor laws, company rules, and ethical standards.

HR policies are official guidelines that define employee behavior, rights, and responsibilities.



Key Vocabulary

- HR announced a job vacancy last week.
- The applicant completed the recruitment process successfully.
- During onboarding, the employee learned about company policies.
- The manager scheduled a performance review for next month.
- High absenteeism caused operational problems.
- Payroll administration was delayed due to a system failure.



PAST SIMPLE

The **Past Simple** tense is one of the most **important** tenses in professional communication because it is used to **report actions, decisions, and events** that are finished and belong completely to the past.

We use the Past Simple when the time of the action is known, mentioned, or understood.

Typical time expressions include **yesterday, last week, last year, in 2021, two days ago**, or during the probation period.

In affirmative sentences, the **subject** is followed by the **past form** of the verb. **Regular** verbs usually end in “**-ed**,” while **irregular** verbs have a special past form that must be memorised.



PAST SIMPLE

HR hired a new training manager last year.

The company introduced new HR policies in 2022.

The employee completed the probation period successfully.

The manager gave feedback after the performance review.

For **negative** sentences, the auxiliary verb “**did**” is used, followed by “**not**” and the base form of the verb. The **main verb does not change**.

HR did not approve the promotion.

The company did not renew the contract.

The employee didn't attend the training session.



PAST SIMPLE

For questions, we place “**did**” at the beginning of the sentence. Again, the main verb stays in its base form.

Did HR **conduct** interviews last week?

Did the employee **submit** the application on time?

Did the company **follow** compliance regulations?

The **Past Simple** focuses on **what happened** and emphasises results and **completed** actions, which is very common in reports, emails, and meetings.



PAST CONTINUOUS

The **Past Continuous** tense is used to describe actions that were ongoing or in progress at a specific moment in the past. It helps give **background** information and describe situations rather than completed results.

The form uses “**was**” or “**were**” followed by a **verb** ending in “**-ing**.”

We use the **Past Continuous** to describe **long or temporary actions, actions happening at the same time, or actions interrupted** by another event.



PAST CONTINUOUS

HR was reviewing applications all morning.

Employees were attending a leadership training session.

The manager was preparing reports during the afternoon.

The Past Continuous is especially useful when explaining what was happening before a problem or unexpected event occurred.

HR was processing payroll when the system crashed.

In this sentence, “was processing” describes the **ongoing action**, while “crashed” is a short, sudden action in the Past Simple.



PAST CONTINUOUS

While HR **was conducting** interviews, several applicants were waiting in the reception area.

The word “**while**” is commonly used with the Past Continuous to show simultaneous actions.

Understanding this tense allows learners to describe workplace situations more clearly and professionally.



PAST CONTINUOUS

To make the Past Continuous negative, we place “**not**” after the auxiliary verb “**was**” or “**were**.” The main verb remains in the “**-ing**” form.

Structure in words:

Subject + was not / were not + verb ending in “-ing”

HR was not reviewing applications during the morning.

The manager was not conducting interviews at that time.

Employees weren't attending training because the session was canceled.

HR officers were not processing payroll when the system failed.

Candidates were not waiting in the reception area anymore.

In spoken English, “was not” and “were not” are often contracted to “**wasn't**” and “**weren't**,” especially in informal conversations. However, in professional writing, the full form is usually preferred.



PAST CONTINUOUS

To form **questions** in the Past Continuous, we invert the subject and the auxiliary verb “was” or “were.” The main verb remains unchanged in the “-ing” form.

Structure in words:

Was / Were + subject + verb ending in “-ing”?

Was HR reviewing applications all morning?

Was the manager preparing performance reports?

Were employees attending the training session at 3 p.m.?

Were HR officers onboarding new staff during that week?

Were candidates waiting while the interview panel was meeting?

Yes, HR was.

No, HR was not.

Yes, they were.

No, they were not.

This form is especially **useful** in meetings, interviews, and reports when asking for clarification about past activities.



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REGULAR VERBS

to recruit → recruited

to interview → interviewed

to train → trained

to evaluate → evaluated

to promote → promoted

to manage → managed

to document → documented

to monitor → monitored

to approve → approved

to process → processed

to organize → organized

to review → reviewed

to schedule → scheduled

to supervise → supervised

to terminate → terminated



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IRREGULAR VERBS

to hire → hired

to meet → met

to take → took

to give → gave

to make → made

to begin → began

to leave → left

to send → sent

to come → came

to go → went

to write → wrote

to speak → spoke

to hold → held

to bring → brought

to choose → chose



READING

Yesterday, the Human Resources department **was managing** several important tasks at the same time. HR officers **were reviewing** job applications while managers **were preparing** interview questions. At 10 a.m., the interview process **began**. While one interviewer **was discussing** the candidate's experience, another manager **was evaluating** communication skills. During the interviews, the payroll system suddenly **failed**, but HR **resolved** the issue quickly and **continued** working without major delays.



practice

Complete the sentences using the Past Continuous form of the verb in brackets.

1. HR _____ (review) applications all morning.
2. Employees _____ (attend) a training session at 3 p.m.
3. The manager _____ (prepare) reports while HR was onboarding new staff.
4. Candidates _____ (wait) in the reception area during the interviews.
5. HR _____ (process) payroll when the system crashed.



practice

Choose the correct tense to complete each sentence.

1. HR _____ (conduct) interviews when the fire alarm _____ (ring).
2. The manager _____ (review) employee files while HR _____ (schedule) meetings.
3. Employees _____ (complete) the training after HR _____ (organize) the session.
4. The payroll team _____ (work) late when the error _____ (appear).
5. While HR _____ (discuss) policies, the director _____ (make) a final decision.



practice

Each sentence contains a mistake. Find the error and rewrite the sentence correctly.

1. HR was hired three new employees last month.
2. The manager did gave feedback during the review.
3. Employees were attend a training session yesterday.
4. HR did not approved the dismissal.
5. While the manager reviewed files, HR was prepared interviews.



practice

Rewrite the sentences as instructed.

- 1.HR completed the onboarding process.
- 2.Make it negative.
- 3.The manager conducted the interview.
- 4.Make it a question.
- 5.HR was reviewing applications.
- 6.Change it to Past Simple.
- 7.Employees attended training.
- 8.Change it to Past Continuous.
- 9.The payroll system crashed during processing.
- 10.Combine the sentence using Past Continuous and Past Simple.



practice

Rewrite the sentences as instructed.

HR completed the onboarding process.
Make it negative.

The manager conducted the interview.
Make it a question.

HR was reviewing applications.

Change it to Past Simple.

Employees attended training.

Change it to Past Continuous.

The payroll system crashed during processing.

Combine the sentence using Past Continuous and Past Simple.

