

HR professional vocabulary

1 Human Resource Management ,HRM

Human resource manager

Executive

Profession

Ethics

Operative employees

Specialist

The Human Resource Certification Institute, HRCI

2 External environment

internal environment)

Policy

Corporate culture

Mission

Hareholders

Informal organization

Multinational corporation, MNC

Managing diversity

3 job

Posting

Job analysis

Job description

Job specification

Job analysis schedule, JAS

Management Position Description Questionnaire, MPDQ

Executive secretary

Assistant district service manager

4 Human Resource Planning, HRP

Strategic planning

Long term trend

Requirement forecast

Availability forecast

Management inventory

Downsizing

Human Resource Information System, HRIS

5 recruitment

Employee requisition

Recruitment methods

Promotion From Within ,PFW

Job posting

Advertising)

Employment agency

Special events

Internship

6 selection

Selection rate

Resume

Standardization

Validity

Objectivity

Norm

Cutoff score

Aiming

Job knowledge tests

Employment interview

Unstructured interview

Structured interview

Group interview

Vocational interest tests

Board interview

7 Organizational change and human resource development

Human Resource Development, HRD

Training

Development

Orientation

Coaching

Mentoring

Business games

Case study

Conference method

Role playing

Job rotating

On-the-job training ,OJT

Media

8 Corporate culture and organizational development

Corporate culture

Organization development, OD

Survey feedback

Quality circles

Management by objective, MBO

Total Quality Management, TQM

Team building

9 Career Planning and Development

Career

Career planning

Career path

Career development

Self-assessment

Career anchors

10 Performance Evaluation