

## 《人力资源管理词汇（1）》

人力资源管理:(Human Resource Management ,HRM)  
资源经理:( human resource manager)

??????:(executive)

?:(profession)

????:(ethics)

?:(operative employees)

?:(specialist)

??????:(the Human Resource Certification Institute,HRCI)

????:(external environment)



????:(internal environment)

??:(policy)

????:(corporate culture)

??:(mission)

??:(shareholders)

?????:(informal organization)

????:(multinational corporation,MNC)

?????:(managing diversity)

??:(job)

??:(posting)



????:(job analysis)

????:(job description)

????:(job specification)

???????:(job analysis schedule,JAS)

???????:(Management Position Description Questionnaire,MPDQ)

????:(executive secretary)

???????:(assistant district service manager)

???????:(Human Resource Planning,HRP)

????:(strategic planning)

????:(long term trend)

????:(requirement forecast)

????:(availability forecast)

?????:(management inventory)

??:(downsizing)

????????:(Human Resource Information System,HRIS)

??:(recruitment)

????:(employee requisition)

????:(recruitment methods)

????:(Promotion From Within ,PFW)

????:(job posting)

??:(advertising)

?????:(employment agency)

????:(special events)

??:(internship)

??:(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)

[??] [??] [??]

>?????:(job knowledge tests)

????:(employment interview)

?????:(unstructured interview)

?????:(structured interview)

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