

中英文对照表

一、人力资源管理:(Human Resource Management ,HRM)

人力资源经理:(human resource manager) 高级管理人员:(executive) /
i`gzekjutiv 职业:(profession)道德标准:(ethics)操作工:(operative employees)专
家:(specialist)人力资源认证协会:(the Human Resource Certification Institute,HRCI)

二、外部环境:(external environment)

内部环境:(internal environment)政策:(policy)企业文化:(corporate culture)目
标:(mission) 股东:(shareholders)非正式组织:(informal organization)跨国公
司:(multinational corporation,MNC)管理多样性:(managing diversity)

三、工作:(job)

职位:(posting)工作分析:(job analysis)工作说明:(job description)工作规范:(job
specification)工作分析计划表:(job analysis schedule,JAS)职位分析问卷调查
法:(Management Position Description Questionnaire,MPDQ) 行政秘书:(executive
secretary)地区服务经理助理:(assistant district service manager)

四、人力资源计划:(Human Resource Planning,HRP)

战略规划:(strategic planning)长期趋势:(long term trend)要求预
测:(requirement forecast)供给预测:(availability forecast)管理人力储
备:(management inventory)裁减:(downsizing)人力资源信息系统:(Human Resource
Information System,HRIS)

五、招聘:(recruitment)

员工申请表:(employee requisition)招聘方法:(recruitment methods)内部提
升:(Promotion From Within ,PFW)工作公告:(job posting)广告:(advertising)职业介
绍所:(employment agency)特殊事件:(special events)实习:(internship)

六、选择:(selection)

选择率:(selection rate)简历:(resume)标准化:(standardization)有效性:(validity)
客观性:(objectivity)规范:(norm)录用分数线:(cutoff score)准确度:(aiming)业务知
识测试:(job knowledge tests)求职面试:(employment interview)非结构化面
试:(unstructured interview)结构化面试:(structured interview)小组面试:(group
interview)职业兴趣测试:(vocational interest tests)会议型面试:(board interview)

七、组织变化与人力资源开发

人力资源开发:(Human Resource Development,HRD) 培训:(training) 开发:(development) 定位:(orientation) 训练:(coaching) 辅导:(mentoring) 经营管理策略:(business games) 案例研究:(case study) 会议方法:(conference method) 角色扮演:(role playing) 工作轮换:(job rotating) 在职培训:(on-the-job training ,OJT) 媒介:(media)

八、企业文化与组织发展

企业文化:(corporate culture) 组织发展:(organization development,OD) 调查反馈:(survey feedback) 质量圈:(quality circles) 目标管理:(management by objective,MBO) 全面质量管理:(Total Quality Management,TQM) 团队建设:(team building)

九、职业计划与发展

职业:(career) 职业计划:(career planning) 职业道路:(career path) 职业发展:(career development) 自我评价:(self-assessment) 职业动机:(career anchors)

十、绩效评价

绩效评价:(Performance Appraisal,PA) 小组评价:(group appraisal) 业绩评定表:(rating scales method) 关键事件法:(critical incident method) 排列法:(ranking method) 平行比较法:(paired comparison) 硬性分布法:(forced distribution method) 晕圈错误:(halo error) 宽松:(leniency) 严格:(strictness) 360 反馈:(360-degree feedback) 叙述法:(essay method) 集中趋势:(central tendency)

十一、报酬与福利

报酬:(compensation) 直接经济报酬:(direct financial compensation) 间接经济报酬:(indirect financial compensation) 非经济报酬:(no financial compensation) 公平:(equity) 外部公平:(external equity) 内部公平:(internal equity) 员工公平:(employee equity) 小组公平:(team equity) 工资水平领先者:(pay leaders) 现行工资率:(going rate) 工资水平居后者:(pay followers) 劳动力市场:(labor market) 工作评价:(job evaluation) 排列法:(ranking method) 分类法:(classification method) 因素比较法:(factor comparison method) 评分法:(point method) 海氏指示图表个人能力分析法:(Hay Guide Chart-profile Method) 工作定价:(job pricing) 工资等级:(pay grade) 工资曲线:(wage curve) 工资幅度:(pay range)

十二、福利和其它报酬问题

福利(间接经济补偿)员工股权计划:(employee stock ownership plan,ESOP) 值班津贴:(shift differential)奖金:(incentive compensation) 分红制:(profit sharing)

十三、常用职位

首席执行官 CEO Chief Executive officer.董事长 President.董事 Director.总经理 General Manager.副总经理 Deputy General Manager.营销总监 Marketing Director.技术总监 Technical Director.财务总监 Financial Director.工程总监 Project Director.大客户总监 Account Director.人事总监 Human Resources Director.行政总监 Executive Director.生产总监 Production Director.项目总监 Project Director.销售部经理 Sales Department Manager.财务部经理 Finance Department Manager.行政部经理 Admin. Department Manager.人事部经理 Human Resources Manager.采购部经理 Purchase Department Manager.拓展部经理 Marketing Development Manager.技术部经理 Technical Department Manager.生产部经理 Product Department Manager.品质部经理 Quality Department Manager.项目经理 Project Manager.仓储部经理 Warehouse Manager.设计部经理 Design Department Manager.客户部经理 Account Manager.技术研发部经理 Technical Develop Manager.销售工程师 Sales Engineer.技术工程师 Technical Engineer.高级工程师 Senior Technical Engineer.维修工程师 maintenance engineer.增值服务工程师 Value Added Service Engineer.技术研发工程师 Technical Develop Engineer.质检工程师 Quality Engineer.平面设计师 Graphic Designer.服装设计师 Dress Designer.高级客户专员 Senior Account Executive.行政专员 Admin. Specialist.人事专员 Human Resources Specialist.采购专员 Procurement Commissioner.总机 Operator.前台文员 Receptionist Officer.办公室文员 Senior Officer.客户接待人员 Customer Service Officer.秘书 Secretary.助理 Assistant.会计 Accountant.出纳 Cashier.销售人员 Salesperson.采购员 Buyer.质检员 Quality Controler.仓管员 Warehouse Keeper.司机 Driver