

BUSINESS ENGLISH VOCABULARY

Employment - Jobs

Word	Meaning
assessment	Evaluation of one's abilities
background	Education - qualifications - experience
bonus	Additional payment to an employee as an incentive or reward
curriculum vitae	Summary of one's education and experience to date; resume
dismiss	Discharge from employment (to fire, to sack, to let go)
employee	Person who works for a firm or company.
employer	Person or firm who employs people.
fire	To dismiss from a job.
fringe benefits	Advantages offered in addition to salary (life insurance, retirement scheme, company car, etc.). Also called 'perks', abbreviation for 'perquisites'.
hire	Employ or take on personnel in a company.
interview	Oral examination of a candidate for employment.
make redundant	Dismiss for economic reasons.
maternity leave	Period of absence for a female employee when having a baby.
notice	Advance warning of intention to leave one's job - to give or hand in one's resignation.
personnel	People who work for a firm or company (employees).
personnel officer	Manager responsible for recruitment, training and welfare of personnel (employees).

promotion	Advancement in rank or position in a company.
prospects	Opportunities for success or promotion in a career.
recruit	Look for and hire personnel.
resign	Leave a job voluntarily.
retire	Leave employment because of age.
sick leave	Absence because of illness - to be on sick leave.
staff	People who work for a firm or department; employees.
strength	Strong characteristic or particular ability.
strike	To go on strike : to stop working in protest against something.
take on	Employ or hire.
trainee	Person being trained for a job e.g. a trainee salesman.
training course	A course of study to prepare for a job e.g. a computer course.
unemployment benefits	Payments made by the state to an unemployed person.
vacancy	A position to be filled.
weakness	A lack of ability or a shortcoming in character.