

商务专业英语系列丛书

人力资源管理专业英语

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付美榕摇摇宋颖摇摇贾宁摇摇主摇摇编

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商务专业英语系列丛书

《工商管理专业英语》

《人力资源管理专业英语》

《国际商法专业英语》

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付美榕摇宋颖摇贾宁摇主编

责任编辑:王摇宁

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前言

人力资源,作为推动整个经济与社会发展的具有智力和体力的劳动者,是企业系统的一个重要环节,因而人力资源的开发与管理关系着企业的生存与发展,是决定企业核心竞争力的关键。随着社会的进步,人力资源管理职业以及人力资源管理实践都正在经历着深刻的变革和调整。与传统的人事管理相比,现代人力资源管理具有以下几个特点:首先,管理核心不同。传统的人事管理往往以事为中心,工作职责只涉及员工的录用、报酬、晋升等事务性内容,属于静态管理。现代人力资源管理则以人为中心,强调以人为本,注重对人进行开发式管理,属于动态管理。其次,价值观念不同。传统的人事管理把人的劳动等同于物质生产资料,忽视了对人的培训与后续教育。现代人力资源管理则强调人力资源的开发与利用以求得人力资本的增值,注重通过培训与工作协调积极开发员工的潜能。此外,管理地位不同。传统的人事管理受制于上层领导,被动地进行人员安排、协调关系等执行性工作。现代人才资源管理则把人力资源开发与管理置于决策层的战略性高度地位,人力资源部门积极地为组织发展挖掘人才潜能并对各级人员进行有效的管理。总之,在当今市场经济与知识经济的条件下,人力资源管理的新特征表现为管理内容逐步规范化、秩序化与系统化;管理模式趋于“软”化;管理方法高效化与标准化;决策透明度高;参与度增强;沟通方式人性化。

本书力求在内容编排上反映人力资源管理的发展趋势与新特征,所包括的十四篇课文涉及的是现代企业人力资源管理的主要方面:战略管理、人力资源规划、工作设计、公平就业机会、招募程序、人员与配置、绩效评估、员工培训、员工激励、薪酬管理、福利与服务、跨国企业人力资源管理。每课课文长度约猿园园词,以 Pre-reading Questions 导引,由 Text (课文), Vocabulary (一般词汇), Key Terms (专业词汇), 与 Notes (知识点) 组成,同时配有针对课文内容的不同形式的练习题供学习者使用。

本书是三位作者通力合作的结果。其中第 猿园课由宋颖完成,贾宁贡献了第 愿园课,付美榕负责第 员园课、员员课以及全书的统筹。如有不当之处,请读者批评指正。



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总摇摇序

经济全球化及加入世界贸易组织给我们带来巨大的挑战，这种挑战不仅表现在我国企业在国际经营活动中发须遵守国际商业规则与惯例，同时还要求我国商界从业人员及在校学生必须提升自己的专业知识，学习国外先进的管理技术、经营理念，熟悉国际商务活动的行为规范，具有娴熟的商务沟通技能，实现与国际市场的真正接轨，而所有这一切的最终实现在很大程度上取决于他们真接用外语获取相关专业知识和水平以及商务英语交际的技能。为帮助在校学生、商界从业人员和有志于从事商务实践的人士实现这一目标，我们推出了《商务专业英语系列丛书》。

这套丛书的基本指导思想是：以商科各专业的知识框架为素材，用语言学习的方法将它们有机地编撰成有鲜明特色的教材，可适用于各类不同的读者，以达到各自不同的目的。丛书包括：《工商管理专业英语》、《人力资源管理专业英语》、《国际商法专业英语》、《国际贸易专业英语》、《证券专业英语》、《银行专业英语》、《国际经济专业英语》、《国际营销专业英语》和《海关专业英语》。

本套丛书有别于目前市场上种类繁多的商务英语书籍。在推出这套丛书之前，我们对商务英语图书市场进行了深入的调研与分析。这次调研发现市场上现有的商务英语类书籍多以阅读、写作和听说类为主，选材涉及经济、工商、金融、贸易等，其特点之一是涉及到的专业内容没有系统性和完整性，其二是编写的出发点主要在语言上。当然，市场上也有一些以专业知识为内容的教科书，但它们往往都是零散的，很难满足不同背景读者的不同需要；偶尔上市的这类系列丛书，要么系统性不强，要么只重专业知识或只重语言学习，鲜有两者有机结合的。因此，目前读者特别需要一套系统性强、专业知识与语言技能训练兼容、能满足不同读者需要的丛书。

正是基于上述需要，我们精心策划《商务专业英语系列丛书》与大家见面。本系列丛书具有十分鲜明的特色，主要有：(员) 目的：为具有专业背景的学生和读者提供学习商务英语和提高实际交流能力的有效学习途径，同时英语语言类专业背景的学生和读者可以学习相关专业的基本原理和框架性专业知识；(圆) 选

材：涵盖各相关专业的基本知识，专业内容具有代表性，语言规范标准；(猿) 构架：专业知识和语言训练的最佳结合，除了专业知识外，还配有阅读理解问题、专业术语、常用短语、要点综述、相关背景知识和注释以及丰富多彩的练习。

参与本套丛书编写的作者来自对外经济贸易大学、北京外国语大学、中国人民大学等多所高等院校，他们都兼有商科和语言类的学历与学位，而且都是从事商科或商务英语教学与研究多年的资深学者，具有各自专业扎实的知识基础和丰富的教学经验。能有那么多出类拔萃的优秀学者参与编撰这套丛书是我们的极大骄傲和荣幸，同时也是广大读者可以对本套丛书寄予期望和信任的有利保证。

在这套丛书的编写过程中，对外经济贸易大学校长陈准民教授给予了关注和支持；对外经济贸易大学出版社刘军社长高度重视；出版社宋海玲编辑则一直以来认真真、兢兢业业，投入了大量的时间与精力，为丛书的推出作出了重要贡献。我们在此对他们一并表示衷心的感谢。

最后希望广大读者在使用本套丛书过程中，如发现不足与问题给予指正以便将来改进。

对外经济贸易大学
王关富
二〇〇九年 月于惠园



摇摇In a superb article , *Competitive Advantage through People* , Jeffrey Pfeffer gave Southwest Airlines as an example.

摇摇Consider . . . Southwest Airlines , whose stock had the best return from 员玖圆 to early 员玖圆 . It certainly did not achieve that success from economies of scale. In 员玖圆 , Southwest had revenues of \$ 员猿 billion and a mere 圆远 percent of the U. S. passenger market . . . Southwest (has not) succeeded because it has had more access to lower-cost capital — indeed , it is one of the least leveraged airlines in the United States. Southwest’s planes , Boeing 苑陆苑 , are obviously available to all its competitors. It isn’t a member of any of the big computerized reservation systems ; it uses no unique process technology and sells essentially a commodity product — low-cost , low-frills airline service at prices its competitors have difficulty matching.

摇摇Most of Southwest’s cost advantage comes from its very productive , very motivated , and by the way , unionized workforce. Compared to the U. S. airline industry , according to 员怨 statistics , Southwest has fewer employees per aircraft (苑 versus 员员) , and flies more passengers per employee (员愿员 , 员圆 versus 员猿怨 , 员怨). It turns around some 员圆 percent of its flights in 员缘 minutes or less , while other airlines on average need 源 minutes , giving it an enormous productivity advantage in terms of equipment utilization. It also provides an exceptional level of passenger service. Southwest has won the airlines’ so-called triple crown (best on-time performance , fewest lost bags , and fewest passenger complaints — in the same month) nine times. No competitor has achieved that even once.

The illustration of Southwest Airlines proves a vivid example of the role that people — human resources — play in determining the competitiveness and effectiveness of organizations in meeting the challenges of the 圆世纪 century. The success of Southwest Airlines comes from managing people effectively , a combination of a number of important but less visible aspects of operations. From this example it is clear that most of the changes and challenges facing organizations have to do with their employees. In organizations as diverse as *Fortune* 缘圆 corporations , nonprofit universities , NFL football teams , and local restaurants , CEOs are seeing the results of employee involve-



Relations Act of 1947, led to the growth of unions. The importance of collective bargaining and union/management relations following the labor unions' rise to power in the 1930s and 1940s expanded the responsibilities of the personnel area in many organizations, especially those in manufacturing, utilities, and transportation. Such work as keeping payroll and retirement records, arranging stockholder visits, managing school relations, and organizing company picnics were often the major tasks of personnel departments. The role of the HR department in the organization as a staff function to support operational (line) departments expanded during this period, and line/staff issues grew to influence HR departments in the following decades.

Increased legal requirements and constraints arising from the social legislation of the 1930s and 1940s forced dramatic changes in the HR departments of most organizations. HR departments had to become much more professional and more concerned about the legal ramifications of policies and practices. Also, organizations took a new look at employee involvement and quality of work as a result of concerns about the impact of automation and job design on worker productivity.

During the 1950s, the strategic role of HR management became essential as organizations reduced staff, closed plants, or "restructured". The ability of foreign firms from Japan, Korea, and other countries to outperform U. S. -based manufacturing companies forced U. S. organizations to become more productive. Outplacement of employees and retraining of those kept became prime concerns of HR departments. Containment of the costs of health-care benefits also grew in importance.

For the 1960s, organizational restructuring has continued. Another major area of emphasis in HR management is workforce diversity. Computerization of HR activities, even in small firms, has received attention as well. Finally, growth in issues involving employee rights, such as drug testing and smoking restrictions, are affecting how HR activities are managed. The movement toward direct participation of HR executives in the strategic planning for the organization continues, with three-quarters of HR executives in large companies reporting to the CEO. Further, many of those executives report major changes in their influence on strategic issues and organizational direction.



Before	Production technologies	Indifference to needs	Discipline systems
Employee welfare	Employee welfare	Employees need safe conditions and economic opportunity	Safety programs, English-language classes, inspirational classes
Task efficiency	Task efficiency	Employees need high earnings made possible with higher productivity	Motion and time studies
Individual differences	Individual differences	Employees' individual differences considered	Psychological testing, employee counseling
Unionization	Unionization	Employees as management adversaries	Employee communication programs, anti-unionization techniques
Economic security	Economic security	Employees need economic protection	Employee pension plans, health plans, benefits
Human relations	Human relations	Employees need considerate supervision	Supervisor training (role playing, sensitivity training)
Participation	Participation	Employees need involvement in task decisions	Participative management techniques (MBO, etc.)
Task challenge	Task challenge	Employees need work that is challenging and congruent with abilities	Job enrichment, integrated task teams, etc.
Employee displacement	Employee displacement	Employees need jobs to replace those lost through economic downturns, international competition, and technology changes	Outplacement, retraining, restructuring
Workforce changes and shortages	Workforce changes and shortages	Employees need more flexibility in work schedules, benefits, policies	Strategic HR planning, employee rights, training, flexible benefits, computerization, etc.

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Human resource management (HRM) refers to the policies, practices, and systems that influence employees' behavior, attitudes, and performance. Many companies consider HRM as involving "people practices". These HRM practices include de-



termining human resource needs (HR planning), attracting potential employees (recruiting), choosing employees (selection), teaching employees how to perform their job and preparing them for the future (training and development), rewarding employees (compensation), evaluating their performance management and creating a positive work environment (employee relations). Only recently have companies looked at HRM practices as a means to contribute to profitability, quality, and other business goals through enhancing and supporting business operations.

裁遣员员裁遣 shows the activities of human resource departments. Since 员怨, the average ratio of HR department staff to a total number of employees has been 员园 for every 员园 employees severed by the department. Expenditures for HR departments have been relatively stable over the past few years. The median HR department expenditure per employee from 员怨源 to 员怨缘 was \$ 愿猿, with education and government organizations spending the least (\$ 猿圆) and transportation, communications, and utility companies the most (\$ 员猿园). As with other business functions, HR expenditures relative to operating costs have been fairly stable over the past few years.

Activities that the HR department is solely responsible for include outplacement, labor law compliance, record keeping, testing, unemployment compensation, and some aspects of benefits administration. The human resource department is most likely to collaborate with other company functions on employment interviewing, performance management and discipline, and efforts to improve quality and productivity. Large companies are more likely than small companies to employ HR specialists, with benefits specialists being the most prevalent. Other common specializations include recruitment compensation, and training and development.

裁遣员员裁遣

员怨源 员怨缘 愿猿 猿圆 员猿园

Employment and recruiting	Interviewing, recruiting, testing, temporary labor coordination
Training and development	Orientation-performance management skills training, productivity enhancement
Compensation	Wage and salary administration, job descriptions, executive compensation, incentive pay, job evaluation



续表

Benefits	Insurance , vacation-leave administration , retirement plans , profit sharing , stock plans
Employee services	Employee assistance programs , relocation services , outplacement services
Employee and community relations	Attitude surveys , labor relations , publications , labor law compliance , discipline
Personnel records	Information systems , records
Health and safety	Safety inspection , drug testing , health , wellness
Strategic planning	International human resources , forecasting , planning , mergers and acquisitions

Source : Based on SHRM-BNA Survey No. 120, " Human Resource Activities , Budgets and Staffs : Bulletin to Management , Bureau of National Affairs Policy and Practice Series , June 1983, Washington, DC : Bureau of National Affairs.

The HR function is in transition from an administrative function to a strategic business partnership. The percentage of time human resource departments are devoting to administrative roles such as maintaining records , auditing and controlling , and providing services has decreased. Advances in technology such as development of the Intranet have decreased the role of human resources in maintaining records by allowing HR services to be offered on a self-service basis at substantially less cost than traditional face-to-face services. Self-service refers to giving employees control of HR transactions. Self-service also fits with the changing psychological contract — employees are expected to take greater responsibility for their own careers. Self-service is being used for a wide range of HR services including training course catalogs and course enrollment , benefits enrollment and inquiries , and attitude surveys. For example , at Richmond , Virginia-based LandAmerican Financial Group (a employee company that processes title insurance) , the company has self-service for address changes , benefits , enrollment and taxes , company policy information , and internal job postings. Besides reducing costs , the self-service system has helped to shape employee perceptions that HR is a progressive department.

Outsourcing of the administrative role has also occurred. Outsourcing refers to the



practice of having another company (known as a vendor ,third-party provider ,or consultant) provide services. Many companies have outsourced payroll administration. Outsourcing is also being used for benefits administration ,training ,selection ,and recruiting employees.

Other roles such as practice development and strategic business partnering have increased. One of the most comprehensive studies ever conducted regarding HRM concluded that “ human resources is being transformed from a specialized , stand-alone function to a broad corporate competency in which human resources and line managers build partnerships to gain competitive advantage and achieve overall business goals. ” There is an increase in managers in charge of the human resource function being included on high-level committees that are shaping the strategic direction of the company. These managers report directly to the CEO , president , or board of directors and they are being asked to propose solutions to business problems.

RECURRING THEMES IN HUMAN RESOURCE MANAGEMENT

Four general concerns span all functions of human resource management in organizations :the strategic approach ;the increasing globalization of HR activities ;maintaining ethical policies and behavior within the organization ;and the need to benchmark , measure , and evaluate the cost-benefit utility of HR endeavors.

人力资源管理专业英语课程

Business organizations use the resources available to compete with other companies. These include physical resources (e. g. plant ,equipment , technology) organizational advantages (e. g. structure , coordinating systems) , and human resources. The human resources include the experience , skill , training , and commitment of the employees. It is the allocation and integration of these resources that provides a company with a competitive advantage.

Human resources are directly or indirectly related to all organizational processes and thus are important in allowing an organization to gain and sustain a competitive advantage. To be maximally effective ,the human resource management function must be integrally involved in any company’s strategic management process. This means



organization , and clients. Some theories of ethics list the duties that human beings owe to one another in general. Although organizations are not necessarily subject to all the ethical duties to which persons are , at least some of these duties might be applied to businesses to guide their dealings with employees and applicants. These duties include

- Respecting persons and not using them solely as means to one's own ends

- Not doing any harm

- Telling the truth

- Keeping promises

- Treating people fairly and without discrimination

- Not depriving people of basic rights , such as the rights to free speech and association

In organizational terms , fulfilling these duties may translate into

- Instituting careful health and safety practices , informing employees of potentially hazardous working conditions , and taking responsibility for occupational disease and stress-related illnesses traceable to working conditions

- Being truthful in recruiting

- Avoiding the use of invalid and discriminatory selection , appraisal , and advancement systems

- Providing equal pay for work of comparable worth

- Providing ways for employees to voice their concerns and not illegally constraining employees from exercising their right to form a union

- Following fair policies with regard to discipline , termination for cause , and reductions in force

Clearly , as an intermediary between the organization and the employee , the HR professional has a large role to play in ensuring fair treatment. The HR function is also charged with protecting the organization from potentially unethical employees. According to the “ bad apple ” perspective , some individuals are simply predisposed to behave unethically and should be weeded out by the selection process. Applicants who