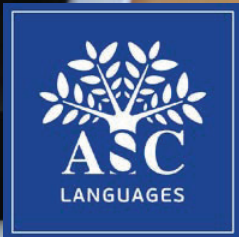


HUMAN RESOURCES GLOSSARY



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A	absentee	someone who is not at work when they should be
	absenteeism	a situation in which people are not at work when they should be
	absenteeism rate	a formula showing the percentage of days employees miss unexpectedly during a period
	applicant	a person who formally requests and applies for a job
	application form	a document that you complete in order to apply for a job
	apply for a job (verb)	to officially ask for a job and send one's related documents (CV etc.)
	appoint (a person)	to choose someone officially for a job or responsibility
	appointment letter	a letter that officially tells someone they have got a job with a company or organization
	appraisal	regular evaluation of an employee's performance, development requirements and potential
	apprentice	someone who works for an employer for an agreed period of time in order to learn a new skill, often for a low wage
	apprenticeship	a period of time working as an apprentice
	aptitude test	a test to find out if someone has a natural ability for a particular type of work
	assessment of applicants	the process of considering all the information about an applicant and making a judgement
	assistant	someone who helps someone else to do a job
B	back pay	income that should have been paid or was expected at an earlier time
	bargaining power	the ability of a person or group to get what they want
	basic salary	the amount of money that someone earns every year in their job, not including any extra payments they may receive