Human Resources and Its Functions

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Here's What We Will Be Learning in this Presentation:

Summary:

- What is HR?
- Various Human Resource Functions.
- Exercises.

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Vocabulary

Recruiting: the process of employing new people to work for a company or organization

Screening: to examine or test somebody to find out if he/she is suitable for a particular job

Sick Leave: Leave of absence granted because of illness.

Hand over: Pass responsibility to someone else.

Aforementioned: Mentioned earlier.

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