



# Human Resources and Its Functions

# Summary:

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

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



# 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.