



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.