

# Chapter 15 Human Resources Management

## Section 15.1 Employees: The Key to Success

### Section Summary with Key Terms and Academic Vocabulary

**Employees: The Key to Success** Human resources are the people employed in a business. Employees are also referred to as personnel. They provide the skills, knowledge, labor, and experience needed to make a business productive. Human resources managers work as recruiters. Recruiters try to find the right person for a job. They also help people develop as employees so they can do their jobs well. Human resources managers begin the recruitment process by writing a job description. The job description is included in ads for the job.

#### Key Terms

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**human resources** The people employed in a business, commonly referred to as personnel

**human resources management** The process of finding, selecting, training, and evaluating employees

**job description** A detailed outline of the duties, qualifications, and conditions required to do a specific job

**compensation** Pay and benefits

**wage** An amount of money paid to an employee on an hourly basis

**salary** A fixed amount of pay for each week, month, or year

**benefits** Extras that workers receive, such as health and life insurance, sick leave, retirement plans, and holiday pay

**recruitment** Actively looking for qualified people to fill a job

**background check** The process of verifying certain information provided by a job applicant

**reference** Someone who comments on a job applicant's character and qualifications for a job

#### Academic Vocabulary

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**temporary** Lasting for a limited time

**fund** A sum of money or other resources set apart for a specific purpose

**summary** An abstract, abridgment, or compendium

**comment** To make an observation or remark expressing an opinion or attitude