CHINESE BOOST

Employment and HR Chinese vocabulary: Advanced (HSK 7-9), part 2

27 words with pinyin, 繁體 and meanings, 22 of them with an example sentence.
Every word here links to its entry on the site.

Employment and HR Chinese vocabulary: Advanced (HSK 7-9), part 2 on the web
The same words as a CSV, for Anki or a spreadsheet
A free account, which keeps 简体 or 繁體, pinyin or 注音 and the rest of how you read Chinese on every device

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Words

资历 資歷
zīlì qualifications / experience / seniority

> 论资历，他比我们都高。
> Lùn zīlì, tā bǐ wǒmen dōu gāo.
> In terms of seniority, he outranks all of us.

任职 任職
rènzhí to hold a post / to take office

> 你父亲以前在哪里任职？
> Nǐ fùqīn yǐqián zài nǎlǐ rènzhí?
> Where did your father hold his post before?

免职 免職
miǎnzhí to relieve sb of his post / to sack / to demote / dismissal / sacking

> 他必须被免职。
> Tā bìxū bèi miǎnzhí.
> That person needs to be relieved from his post.

续约 續約
xùyuē to renew or extend a contract

> 公司同意和我续约两年。
> Gōngsī tóngyì hé wǒ xùyuē liǎng nián.
> The company agreed to renew my contract for two years.

签约 簽約
qiānyuē to sign a contract or agreement

> 他们让他签约了。
> Tāmen ràng tā qiānyuēle.
> They made him sign the contract.

违约 違約
wéiyuē to break a promise / to violate an agreement / to default (on a loan or contract)

> 违约要赔钱，合同上写着。
> Wéiyuē yào péiqián, hétong shàng xiězhe.
> Breaking the agreement means paying compensation, as the contract states.

进修 進修
jìnxiū to undertake advanced studies / to take a refresher course

> 他毕业后去英国进修了。
> Tā bìyè hòu qù Yīngguó jìnxiūle.
> After graduating, he went to Britain for further study.

奖惩 獎懲
jiǎngchéng rewards and penalties

换岗 換崗
huàngǎng to relieve a sentry / to change the guard

倒班
dǎobān to change shifts / to work in turns

> 护士常常要倒班，很辛苦。
> Hùshi chángcháng yào dǎobān, hěn xīnkǔ.
> Nurses often have to work shifts, which is tough.

工时 工時
gōngshí man-hour

面试官 面試官
miànshìguān interviewer

> 面试官问了我很多问题。
> Miànshìguān wèn le wǒ hěn duō wèntí.
> The interviewer asked me a lot of questions.

猎头 獵頭
liètóu headhunting (executive recruitment) / headhunter (profession) / headhunting (tribal custom)

剥削 剝削
bōxuē to exploit / exploitation

> 老板不应该剥削工人。
> Lǎobǎn bù yīnggāi bōxuē gōngrén.
> Bosses should not exploit their workers.

罢免 罷免
bàmiǎn to remove sb from their post / to dismiss

> 董事会罢免了总经理。
> Dǒngshìhuì bàmiǎnle zǒngjīnglǐ.
> The board of directors dismissed the general manager.

提拔
tíbá to promote to a higher job / to select for promotion

> 谁会被提拔当经理呢？
> Shéi huì bèi tíbá dāng jīnglǐ ne?
> Who will be picked for promotion to manager?

契约 契約

qìyuē agreement / contract

> 契约签订了。
> Qìyuē qiāndìngle.
> The contract was signed.

开除 開除

kāichú to fire (an employee) / to expel (a member of an organization)

> 他被学校开除了。
> Tā bèi xuéxiào kāichúle.
> The school expelled him.

扣除

kòuchú to deduct

> 税款已经从工资里扣除了。
> Shuìkuǎn yǐjīng cóng gōngzī lǐ kòuchúle.
> The tax has already been deducted from the salary.

转正 轉正

zhuǎnzhèng to transfer to full membership / to obtain tenure

> 我下个月就能转正了。
> Wǒ xiàgeyuè jiù néng zhuǎnzhèngle.
> I'll become a permanent employee next month.

红利 紅利

hónglì bonus / dividend

> 年底股东能拿到红利。
> Niándǐ gǔdōng néng nádào hónglì.
> At the end of the year, the shareholders get a dividend.

聘任

pìnrèn to appoint (to a position) / appointed

> 董事会聘任他当总经理。
> Dǒngshìhuì pìnrèn tā dāng zǒngjīnglǐ.
> The board appointed him as general manager.

辞退 辭退

cítuì to dismiss / to discharge / to fire

> 我被无故辞退了。
> Wǒ bèi wúgù cítuìle.
> I was fired without cause.

工龄 工齡

gōnglíng length of service (in years) / years of employment

务工 務工

wùgōng to work as a laborer

> 他父母一直在外地务工。
> Tā fùmǔ yìzhí zài wàidì wùgōng.
> His parents have always worked as laborers in another city.

加班费 加班費

jiābānfèi overtime pay

> 加班费是按小时算的。
> Jiābānfèi shì àn xiǎoshí suàn de.
> Overtime pay is calculated by the hour.

解约 解約

jiěyuē to terminate an agreement / to cancel a contract

> 球员要求和俱乐部解约。
> Qiúyuán yāoqiú hé jùlèbù jiěyuē.
> The player asked to cancel his contract with the club.