CHINESE BOOST

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

50 words with pinyin, 繁體 and meanings, 37 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) 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

晋升 晉升
jìnshēng to promote to a higher position

你什么时候能晋升?
Nǐ shénme shíhou néng jìnshēng?
When will you get promoted?

解雇 解僱
jiěgù to fire / to sack / to dismiss / to terminate employment

你害怕被解雇吗?
Nǐ hàipà bèi jiěgù ma?
Are you afraid of being fired?

裁员 裁員
cáiyuán to cut staff / to lay off employees

听说那家工厂又要裁员。
Tīngshuō nà jiā gōngchǎng yòu yào cáiyuán.
I heard that factory is going to lay off workers again.

跳槽
tiàocáo to leave one's job to take up a position elsewhere

我同事想跳槽去大公司。
Wǒ tóngshì xiǎng tiàocáo qù dà gōngsī.
My coworker wants to switch jobs and join a big company.

雇佣
gùyōng to employ / to hire / to employ / to hire

她雇佣我来帮助她。
Tā gùyōng wǒ lái bāngzhù tā.
She hired me to help her.

雇主
gùzhǔ employer

德国将禁止雇主在脸书上偷窥。
Déguó jiāng jìnzhǐ gùzhǔ zài Liǎnshū shàng tōukuī.
Germany is to ban employers from snooping on Facebook.

任命
rènmìng to appoint / appointment

她被任命为主席。
Tā bèi rènmìng wèi zhǔxí.
She was appointed chairperson.

人力资源 人力資源
rénlìzīyuán human resources

她负责公司的人力资源。
Tā fùzé gōngsī de rénlìzīyuán.
She is in charge of the company's human resources.

待业 待業
dàiyè to wait for employment / to be unemployed

我哥哥现在待业在家。
Wǒ gēge xiànzài dàiyè zàijiā.
My older brother is currently out of work and at home.

劳动合同 勞動合同
láodònghétong labor contract / contract between employer and employees governing wages and conditions

劳动合同写明了工资。
Láodònghétong xiě míngle gōngzī.
The labor contract states the salary clearly.

绩效 績效
jìxiào performance / results / achievement

年底奖金要看每个人的绩效。
Niándǐ jiǎngjīn yào kàn měige rén de jìxiào.
The year-end bonus depends on each person's performance.

薪酬
xīnchóu pay / remuneration / salary / reward

他的薪酬很高。
Tā de xīnchóu hěn gāo.
His salary is high.

报酬 報酬
bàochou reward / remuneration

这工作报酬很高。
Zhè gōngzuò bàochou hěn gāo.
This job pays pretty well.

津贴 津貼
jīntiē allowance

社保
shèbǎo social insurance (abbr. for 社會保險|社会保险[she4 hui4 bao3 xian3])

公司每个月都会帮员工交社保。
Gōngsī měige yuè dōu huì bāng yuángōng jiāo shèbǎo.
The company pays social insurance for its employees every month.

试用期 試用期
shìyòngqī trial period / probationary period

> 你在试用期内可以请假吗?
> Nǐ zài shìyòngqī nèi kěyǐ qǐngjià ma?
> Can you take leave during the trial period?

解聘
jiěpìn to dismiss an employee / to sack

> 他因为总是迟到，被公司解聘了。
> Tā yīnwèi zǒngshì chídào, bèi gōngsī jiěpìnle.
> He was dismissed by the company because he was always late.

入职 入職
rùzhí to commence employment / to enter a company

在职 在職
zàizhí to be employed / to be in post / on-the-job

> 在职员工可以申请补贴吗?
> Zàizhí yuángōng kěyǐ shēnqǐng bǔtiē ma?
> Can current employees apply for the subsidy?

下岗 下崗
xiàgǎng to come off duty / be to laid off

上岗 上崗
shànggǎng to take up one's post / to go on duty / to take up a job

> 保安每天早上八点准时上岗。
> Bǎo'ān měitiān zǎoshang bā diǎn zhǔnshí shànggǎng.
> The security guards go on duty at eight sharp every morning.

编制
biānzhì to establish (a unit or department) / authorized staffing allocation in government or public institutions (excluding temporary or contract staff) / to weave / to plait / to compile / to put together (a lesson plan, budget etc)

> 他考上了学校的编制。
> Tā kǎoshàngle xuéxiào de biānzhì.
> He passed the exam and got a official staff position at the school.

招募
zhāomù to recruit / to enlist

> 社区正在招募志愿者。
> Shèqū zhèngzài zhāomù zhìyuànzhě.
> The community is recruiting volunteers.

招工
zhāogōng to recruit employees

聘用
pìnyòng to employ / to hire

> 他被那家银行聘用了。
> Tā bèi nà jiā yínháng pìnyòngle.
> He was hired by that bank.

晋级 晉級
jìnjí to advance in rank / promotion / advancement

> 哪两支球队能晋级下一轮?
> Nǎ liǎng zhī qiúduì néng jìnjí xià yìlún?
> Which two teams can advance to the next round?

年薪
niánxīn annual salary

> 你现在的年薪是多少?
> Nǐ xiànzài de niánxīn shì duōshǎo?
> What is your annual salary now?

月薪
yuèxīn monthly income (in kind)

带薪 帶薪
dàixīn to receive one's regular salary (while on vacation, study leave etc) / paid (leave) / on full pay

年假
niánjià annual leave / New Year holidays

出勤
chūqín to go to work / to be present (at work, school etc) / to be away on business

考勤
kǎoqín to check attendance (at school or workplace) / to monitor efficiency (of workers)

雇员 雇員
gùyuán employee

> 新雇员明天几点上班?
> Xīn gùyuán míngtiān jǐdiǎn shàngbān?
> What time does the new employee start work tomorrow?

求职者 求職者
qiúzhízhě job applicant

> 面试前，求职者要先填表。
> Miànshì qián, qiúzhízhě yào xiān tiánbiǎo.
> Before the interview, job applicants must first fill in a form.

应届毕业生 應屆畢業生
yīngjièbìyèshēng student graduating in the current year / recent graduate

> 应届毕业生能报名吗?
> Yīngjièbìyèshēng néng bàomíng ma?
> Can students who are graduating this year sign up?

临时工 臨時工
línshígōng temporary worker / temp / temporary work

农民工 農民工
nóngmíngōng migrant worker (who moved from a rural area of China to a city to find work)

> 我叔叔以前是农民工。
> Wǒ shūshu yǐqián shì nóngmíngōng.
> My uncle used to be a migrant worker.

就业率 就業率
jiùyèlǜ employment rate

> 今年的就业率比去年低。
> Jīnnián de jiùyèlǜ bǐ qùnián dī.
> This year's employment rate is lower than last year's.

失业率 失業率
shīyèlǜ unemployment rate

> 现在的失业率是多少?
> Xiànzài de shīyèlǜ shì duōshǎo?
> What is the unemployment rate right now?

劳动者 勞動者

láodòngzhě worker / laborer

> 劳动者有权拿到工资。
> Láodòngzhě yǒuquán nádào gōngzī.
> Workers have the right to receive their wages.

劳务 勞務

láowù service (work done for money) / services (as in "goods and services")

> 他靠劳务收入养家。
> Tā kào láowù shōurù yǎngjiā.
> He supports his family on income from his labor.

工会 工會

gōnghuì labor union / trade union

> 工会帮工人要回了工资。
> Gōnghuì bāng gōngrén yào huíle gōngzī.
> The union got the workers their wages back.

罢工 罷工

bàgōng a strike / to go on strike

> 我们在罢工。
> Wǒmen zài bàgōng.
> We are on strike.

维权 維權

wéiquán to defend (legal) rights

> 他花了半年时间才维权成功。
> Tā huāle bànnián shíjiān cái wéiquán chénggōng.
> It took him half a year to successfully defend his rights.

欠薪

qiànxīn to owe wages / back pay / wages arrears

退休金

tuìxiūjīn retirement pension / pension payments received after retirement

养老金 養老金

yǎnglǎojīn pension

人事部门 人事部門

rénshìbùmén personnel office

> 人事部门通知我明天去面试。
> Rénshìbùmén tōngzhī wǒ míngtiān qù miànshì.
> The HR department told me to come for an interview tomorrow.

下属 下屬

xiàshǔ subordinate / underling

> 你手下有几个下属?
> Nǐ shǒuxià yǒu jǐ ge xiàshǔ?
> How many subordinates do you have under you?

上司

shàngsi boss / superior

> 我的上司被逼迫辞职。
> Wǒ de shàngsi bèi bīpò cízhí.
> My boss was forced to resign.