

Employment and HR Chinese vocabulary: Intermediate (HSK 4-6)

50 words with pinyin, 繁體 and meanings, 49 of them with an example sentence.
Every word here links to its entry on the site.

Employment and HR Chinese vocabulary: Intermediate (HSK 4-6) 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

招聘

zhāopìn to invite applications for a job / to recruit

报纸上有一则招聘启事。

Bàozhǐ shàng yǒu yì zé zhāopìn qǐshì.

There is a job recruitment notice in the newspaper.

应聘 應聘

yìngpìn to accept a job offer / to apply for an advertised position

我明天去公司应聘。

Wǒ míngtiān qù gōngsī yìngpìn.

I'm going to the company tomorrow to apply for a job.

面试 面試

miànshì to be interviewed (as a candidate) / interview

面试怎么样？

Miànshì zěnmeyàng?

How was the interview?

工资 工資

gōngzī wages / pay

他不肯给我涨工资。

Tā bùkěn gěi wǒ zhǎng gōngzī.

He would not raise my salary.

加班

jiābān to work overtime

今天我不加班。

Jīntiān wǒ bù jiābān.

I won't work overtime today.

职业 職業

zhíyè occupation / profession / vocation / professional

他的职业是医生。

Tā de zhíyè shì yīshēng.

He is a doctor by profession.

奖金 獎金

jiǎngjīn premium / award money / bonus

他把奖金存到银行了。

Tā bǎ jiǎngjīn cún dào yínháng le.

He deposited the prize money in the bank.

人员 人員

rényuán staff / crew / personnel

感谢所有的翻译人员！

Gǎnxiè suǒyǒu de fānyì rényuán!

Thanks to all the translators!

打工

dǎgōng to work a temporary or casual job / to have a job outside of class time, or during vacation

他周末在饭馆打工。

Tā zhōumò zài fànguǎn dǎgōng.

He works part-time at a restaurant on weekends.

部门 部門

bùmén department / branch / section / division

他负责这个部门。

Tā fùzé zhège bùmén.

He's in charge of the department.

笔试 筆試

bǐshì written examination / paper test (for an applicant)

笔试以后还要面试吗？

Bǐshì yǐhòu hái yào miànshì ma?

Is there an interview after the written test?

简历 簡歷

jiǎnlì curriculum vitae (CV) / résumé / biographical notes

你的简历上为什么没有照片？

Nǐ de jiǎnlì shàng wèishénme méiyǒu zhàopiān?

Why is there no photo on your CV?

退休

tuìxiū to retire (from the workforce) / to go into retirement

她前年退休的。

Tā qiánnián tuìxiū de.

She retired the year before last.

辞职 辭職

cízhí to resign

你为什么辞职？

Nǐ wèishénme cízhí?

Why did you quit?

失业 失業

shīyè unemployment / to lose one's job

数千人失业。

Shù qiān rén shīyè.

Thousands of people lost their jobs.

待遇

dàiyù treatment / pay / salary / status / rank

两国给对方互惠待遇。

Liǎng guó gěi duìfāng hùhù dàiyù.

The two countries give each other reciprocal treatment.

员工 員工

yuángōng staff / personnel / employee

他和他的员工相处。

Tā hé tā de yuángōng xiāngchǔ.

He is getting along with his employees.

聘请 聘請

pìnqǐng to engage / to hire (a lawyer etc)

你打算聘请律师吗？

Nǐ dǎsuàn pìnqǐng lǚshī ma?

Are you planning to hire a lawyer?

录取 錄取

lùqǔ to accept an applicant (prospective student, employee etc) who passes an entrance exam / to admit (a student) / to hire (a job candidate)

我希望考试能录取。

Wǒ xīwàng kǎoshì néng lùqǔ.

I hope to graduate at the exams.

就业 就業

jiùyè to get a job / employment

学生们都很关心就业问题。

Xuéshengmen dōu hěn guānxīn jiùyè wèntí.

The students all care a lot about the employment problem.

培训 培訓

péixùn to cultivate / to train / to groom / training

学校每年培训很多老师。

Xuéxiào měinián péixùn hěn duō lǎoshī.

The school trains many teachers every year.

合同

hétong contract / agreement

别用铅笔签合同。

Bié yòng qiānbǐ qiān hétong.

Don't sign the contract in pencil.

人才

réncái talent / talented person / looks / attractive looks

三分人才七分打扮

sānfēn réncái qī fēn dǎban

three parts looks, seven parts dressing up

劳动 勞動

láodòng work / toil / physical labor

他不爱劳动。

Tā bú ài láodòng.

He is not one for hard work.

离职 離職

lízhi to leave one's job temporarily (e.g. for study) / to leave one's job / to resign

你为什么决定离职呢？

Nǐ wèishénme juéding lízhi ne?

Why did you decide to resign?

职工 職工

zhígōng employee / staff member / worker

老职工们都很熟悉这里。

Lǎo zhígōngmen dōu hěn shúxī zhèlǐ.

The longtime employees are all very familiar with this place.

实习 實習

shíxí to practice / field work / to intern / internship

我在写实习报告。

Wǒ zài xiě shíxí bàogào.

I am writing my internship report.

老板 老闆

lǎobǎn boss / proprietor / Robam (brand)

我不是老板。

Wǒ bú shì lǎobǎn.

I'm not the boss.

到期

dàoqī to fall due (loan etc) / to expire (visa etc) / to mature (investment bond etc)

这笔存款明年五月到期。

Zhè bǐ cúnkuǎn míngnián wǔyuè dàoqī.

This deposit matures in May next year.

培养 培養

péiyǎng to cultivate / to breed / to foster / to nurture / to educate / to groom (for a position) / education / fostering / culture (biology)

多读书能培养语感。

Duō dúshū néng péiyǎng yǔgǎn.

Reading more helps you develop a feel for the language.

试用 試用

shìyòng to try sth out / to be on probation

我刚入职，还在试用。

Wǒ gāng rù zhí, hái zài shìyòng.

I just started the job and am still on probation.

人事

rénshì personnel / human resources / human affairs / ways of the world / sexuality / the facts of life

七分人事，三分天资

qī fēn rénshì, sānfēn tiānzī

seven parts human effort, three parts natural talent

求职 求職

qiúzhí to seek employment

他最近在忙着求职。

Tā zuìjìn zài mángzhe qiúzhí.

He's been busy looking for a job lately.

薪水

xīnshuǐ salary / wage

他的薪水高。

Tā de xīnshuǐ gāo.

His salary is high.

福利

fúli benefit (provided by an employer or organization) / welfare

你们公司有哪些福利？

Nǐmen gōngsī yǒu nǎxiē fúli?

What benefits does your company offer?

职位 職位

zhíwèi position / post / job

我希望我没有得到职位。

Wǒ xīwàng wǒ méiyǒu dédào zhíwèi.

I wish that I hadn't taken the office.

岗位 崗位

gǎngwèi a post / a job

你适合什么样的工作岗位？

Nǐ shìhé shénmeyàng de gōngzuò gǎngwèi?

What kind of job position suits you?

考核

kǎohé to examine / to check up on / to assess / to review / appraisal / review / evaluation

年底的考核，我的成绩还不错。

Niándǐ de kǎohé, wǒ de chéngjì hái búcuò.

I did quite well in the year-end appraisal.

职务 職務

zhíwù post / position / job / duties

他的职务是部门经理。

Tā de zhíwù shì bùmén jīnglǐ.

His post is department manager.

调动 調動

diàodòng to transfer / to maneuver (troops etc) / movement of personnel / to mobilize / to bring into play

今年公司有很多人事调动。

Jīnnián gōngsī yǒu hěn duō rénshì diàodòng.

This year the company has a lot of personnel changes.

劳动力 勞動力

láodònglì labor force / manpower

工地上的劳动力不够了。

Gōngdì shàng de láodònglì búgòule.

There isn't enough manpower at the construction site.

补贴 補貼

bǔtiē to subsidize / subsidy / allowance / to supplement (one's salary etc) / benefit

政府补贴买电动车的人。

Zhèngfǔ bǔtiē mǎi diàndòngchē de rén.

The government subsidizes people who buy electric vehicles.

选拔 選拔

xuǎnbá to select the best

学校正在选拔运动员。

Xuéxiào zhèngzài xuǎnbá yùndòngyuán.

The school is selecting athletes.

升职 升職

shēngzhí to get promoted (at work etc) / promotion

你为什么不想升职呢？

Nǐ wèishénme bùxiǎng shēngzhí ne?

Why don't you want to get promoted?

加薪

jiāxīn to raise salary

你该向经理要求加薪了。

Nǐ gāi xiàng jīnglǐ yāoqiú jiāxīn le.

You should ask your manager for a raise.

兼职 兼職

jiǎnzhí to hold concurrent posts / concurrent job / moonlighting

找兼职有多简单？

Zhǎo jiǎnzhí yǒu duō jiǎndān?

How easy is it to find a part-time job?

全职 全職

quánzhí full-time (job)

职责 職責

zhízé duty / responsibility / obligation

她盡了自己的职责。

Tā jǐn le zìjǐ de zhízé.

She performed her duties.

激励 激勵

jīlì to encourage / to urge / motivation / incentive

老师的话激励了我。

Lǎoshī de huà jīlì le wǒ.

What the teacher said encouraged me.

值班

zhíbān to work a shift / on duty

今天谁值班？

Jīntiān shéi zhíbān?

Who's on duty today?