

**VOCABULARY BUILDING**

**Employing people**

- to **recruit** sb – *Many businesses are having trouble recruiting workers with adequate skills.*
- to **hire** sb (especially AmE) – *If you want to keep growing, hire more salespeople.*
- to **take on** sb – *She was taken on as a trainee last year.*
- to **appoint** sb – *A new head of the Environment Agency was appointed last year.*
- to **headhunt** sb – *He was headhunted by a major US law firm.*

See note at DISMISS

**employable** /ɪmˈplɔɪəbl/ *adjective*

having the skills and qualifications that will make sb want to employ you: *training schemes that aim to make young people more employable*

☞ UNEMPLOYABLE ▶ **employability** /ɪmˈplɔɪəbɪləti/ *noun* [U]

**employed** /ɪmˈplɔɪd/ *adjective*

SEE ALSO: **self-employed**

having a job: *employed people/adults/workers* ◊ *a fully employed economy* [SYN] WORKING

→ UNEMPLOYED ▶ **employed** *noun* [pl.] (*usually the employed*): *Factory-floor workers account for almost 50% of the employed.*

★ **employee** /ɪmˈplɔɪi/ *noun* [C]

SEE ALSO: **public employee**

a person who is paid to work for sb: *The firm has over 500 employees.* ◊ *In addition to a competitive salary, the company offers attractive employee benefits.*

☞ **full-time/part-time/permanent/temporary employees** • **hourly/salaried employees** • **key/junior/senior/valued employees** • **to have/hire/recruit/retain/train employees** • **to dismiss/fire/lay off employees** • **to empower/motivate employees** • **employee benefits/relations/rights/status**

**employee assistance programme** (also **employment assistance programme**) (AmE *spelling* ~ **program**) *noun* [C] (abbr **EAP**)

(HR) a service that employers offer that helps employees with problems that may affect the way they do their job: *Our employee assistance programme provides advice, counselling, training and support.*

**employee buyout** *noun* [C]

(Finance) a situation in which the employees gain control of a company, or a particular part of it, by buying most of its shares: *She led an employee buyout of the plant.*

**employee involvement** *noun* [U] (abbr **EI**)

(HR) ways of making employees feel that they are an important part of a company so that they will work better, especially by allowing them to take part in making decisions on things that affect them: *The survey showed that many workers want a higher level of employee involvement.* → **EMPLOYEE PARTICIPATION**

**employee leasing** *noun* [U]

(HR) **1** an arrangement in which workers are supplied to work in a company for a short period of time **2** an arrangement in which a business that has special skill in employing people takes responsibility for some or all of the employees of a company and pays them, arranges their benefits, etc.

**employee ownership** *noun* [U]

(HR) the situation when workers own some or all of the shares in the company they work for: *a sense of partnership created by the employee ownership structure*

**employee participation** (also **worker participation**) *noun* [U]

(HR) a system where employees take part in making decisions in a company: *proposals to encourage employee participation in management* → **EMPLOYEE INVOLVEMENT**

**employee referral programme** *noun* [C]

(HR) especially in the US, a policy of encouraging employees to suggest people that they know for a job, usually by offering money

**employee relations** *noun* [pl.] (abbr **ER**)

(HR) ways in which managers exchange information and ideas with their employees, involve them in making decisions and encourage them to want to work well; the department of a company that is responsible for this: *Flexible working arrangements can lead to improved employee relations.* ◊ *head of employee relations at the bank*

**employee self-service** *noun* [U] (abbr **ESS**)

(HR) a system in which employees can use the Internet to do administrative tasks connected with their pay, benefits, personal information, etc. that used to be done by managers or office staff

**employee share ownership plan** (BrE)

(AmE *em. ployee 'stock ownership plan*) *noun* [C] (abbr **ESOP**)

(Finance; HR) a system in which a company gives its employees shares, or allows them to buy shares, so that when the company makes a profit they will receive part of it [SYN] SHARE INCENTIVE PLAN

**employee stock option** *noun* [C] (abbr **ESO**)

(Finance; HR) the right given to some employees in a company to buy shares in the company at a fixed price

**employee stock ownership plan**

= **EMPLOYEE SHARE OWNERSHIP PLAN**

★ **employer** /ɪmˈplɔɪə(r)/ *noun* [C]

a person or company that pays people to work for them: *They're very good employers* (= they treat the people that work for them well). ◊ *one of the largest employers in the area* ◊ *How long have you worked for your current employer?*

☞ **a big/large/major/small employer** • **a private sector/public sector employer** • **a current/former/potential/previous/prospective employer** • **to work for/have an employer**

**GRAMMAR POINT**

**Words ending in -or, -er and -ee**

Nouns ending in **-or/-er** often refer to a person who gives or sends something to somebody. Nouns ending in **-ee** refer to the person who receives the thing. For example:

- an **employer** gives a job to an **employee**
- a **consignor** sends goods to a **consignee**
- a **franchiser** gives the right to operate a business to a **franchisee**
- a **lessor** gives a **lessee** the use of a building
- a **licensor** gives a **licensee** the right to use sth

**employer of record** *noun* [C] (AmE)

(HR; Law) the person or company who is legally responsible for employees' pay, taxes, benefits, etc.