**Human Resource Management**

1. Manpower planning
2. Recruit
3. Redundant
4. Overstaffed
5. Understaffed
6. Job description
7. Person Specification
8. Internal Recruitment
9. External Recruitment
10. CV
11. Interview
12. Selection test
13. Training
14. Development
15. On-the- job training
16. Off-the-job training
17. Performance appraisal
18. Basic wage
19. Piece rate
20. Commission
21. Bonus
22. Benefit in kind
23. Share ownership
24. Profit Sharing
25. Financial reward
26. Non financial reward
27. Grievance Procedure
28. Job enrichment
29. Job enlargement
30. Industrial relations
31. Grievance procedure
32. Intrapreneurs
33. Employee turnover
34. Delegation
35. Absenteeism
36. Employee turnover