

# Chapter 15 Human Resources Management

## Section 15.2 Developing and Retaining Employees

### Section Summary with Key Terms and Academic Vocabulary

**Developing and Retaining Employees** New employees need to be oriented, trained, and evaluated. Human resources staff members assist with all the activities for developing employees. New employees usually need training to learn the specific job they were hired to do. This includes on-the-job training and job rotation. Once they have been on a job for a while, new employees must be evaluated. A performance appraisal is used to determine whether an employee should get a raise, a promotion, or more training.

#### Key Terms \_\_\_\_\_

**orientation** The process of helping new employees adjust to a company

**on-the-job training** Learning a new job by actually doing it

**group training** Teaching several employees together

**performance appraisal** An evaluation of how well an employee is doing a job

**promotion** A move to a higher-level job that has more authority, responsibility, and pay

**transfer** A move to another job within a company at the same level and pay

**separation** Leaving a company for any reason

**turnover** The number of employees who leave an organization and are replaced over a certain period

#### Academic Vocabulary \_\_\_\_\_

**demonstrate** To illustrate and explain, especially with examples

**relaxed** Easy of manner; informal

**complement** To fill out or complete

**technical** Of or relating to proficiency in a practical skill