

HR LESSON 5

TRANSFERS AND PROMOTIONS

In this lesson you will learn vocabulary related to the topic of transfers and promotions in a company.



1. **REVISION** from the lesson 3
2. **PART 1: LEAD – IN ACITIVITY - SPEAKING** exercises
3. **PART 2: READING & VOCABULARY** exercises
4. **PART 3: CROSSWORD**

Version without a key.



REVISION FROM THE LAST LESSON:

- Explain the following words in English and Polish:

facilitate

subordinate

pattern

whereby

peer



What elements of employee's performance are usually assessed in an appraisal form?

LESSON 5

Transfers and Promotions



LEAD – IN ACTIVITY – speaking

1. What are the ways of promotion in your company?
2. Are employees transferred in your company? Why? Why not?

EXERCISE 1 – READING

■ Complete the text using the words below:



GLOSARRY:

circumstances	→	a fact or event that makes a situation the way it is / okoliczności
appointment	→	when someone is officially chosen for a job, or the job itself / mianowanie
demanding	→	needing a lot of time, attention or energy / wymagający
lesser	→	used to describe something that is not as great in size, amount or importance as something else / pomniejszony, mniejszy
ladder	→	a piece of equipment used for climbing up and down / drabina
layoff	→	when someone stops employing someone, sometimes temporarily, because there is no money to pay them or because there is no work for them wypowiedzenie/przestój
demote / demotion	→	to lower someone or something in rank or position / degradować /degradacja
lateral	→	relating to the sides of an object or to sideways movement / boczny
bring about	→	to cause something to happen / doprowadzić do
termination	→	the act of ending something, the end of a word, something that results, to come to an end of a contract period / wygaśnięcie, wypowiedzenie (umowy)
dismissal	→	when an employer officially makes someone leave their job / zwolnienie

A promotion is the 1_____ of a member to another position, within the same department or elsewhere in the organization, involving duties and responsibilities of a more 2 _____ or 3 _____ nature and are recognized by a higher pay grade and salary.

A transfer is the appointment of a member to another position within the same department or elsewhere in the organization, involving duties and responsibilities of a comparable nature and having a similar pay grade and salary. In certain 4 _____, the transfer may be at a 5 _____ pay grade or salary.

A promotion is a move up the organizational 6 _____; job rotation and transfers are 7 _____ moves; 8 _____ are downward moves; and 9 _____ move employees out. Layoffs, in contrast to 10 _____ are 11 _____, sometimes temporary, required for business needs unrelated to worker behavior or performance. All of these changes 12 _____ shifts in status, and often in pay, of the employees involved.

EXERCISE 2 – READING 2



Complete the text with the sentences below:

1. Some groups might contain only one job classification, others several.
2. At some point, someone has to make a judgment about an employee's relative merit.
3. Merit, in contrast, refers to "worth" or "excellence."

Seniority vs. Merit in Promotions

Seniority is an employee's length of service in a position or job grouping. An individual who has worked somewhere for three years has more seniority than one who has worked for two.

Merit is more difficult to measure than seniority. In the context of promotion, it relates to relevant qualifications as well as effectiveness of past performance.

Promotion by seniority

In a straight seniority system—where the only factor in allocating jobs is length of service—a worker would enter the organization at the lowest possible level and advance to higher positions as vacancies occur. All prospective supervisors and managers would work their way up through the ranks. In a seniority system, length of service is the chief criteria for moving up the ladder.

More typically, seniority counts only within specified job groups.

All managers, for instance, would have once worked as foremen. The most obvious strength is its undisputed objectivity. Seniority systems tend to reward loyalty and promote cooperation—albeit not excellence.

Promotion by merit

Promotions based on merit advance workers who are best qualified for the position, rather than those with the greatest seniority. When present employees are applying for a position, a worker's past performance is also considered. Effective performance appraisal helps build trust in the system.

Merit is not easy to define and measure—it often requires difficult subjective evaluations.

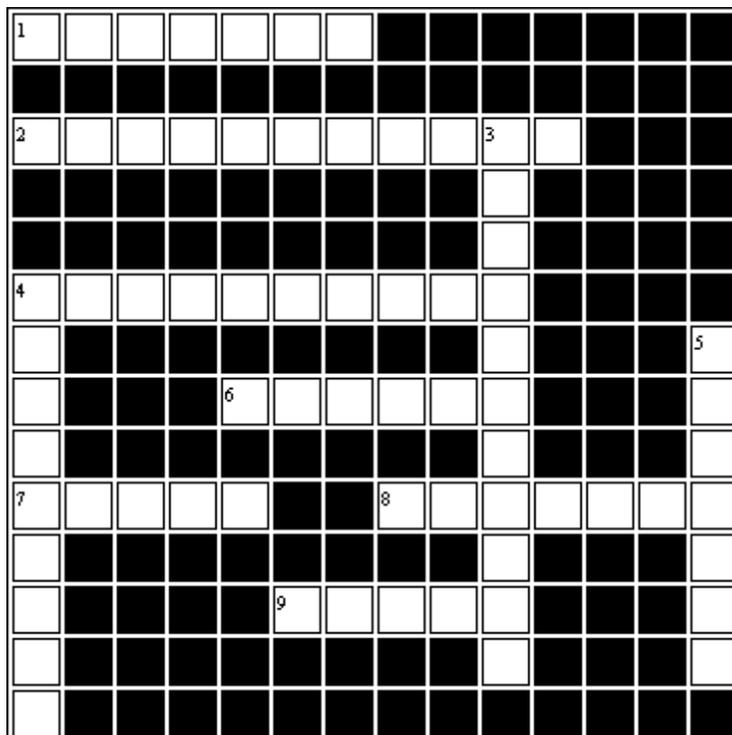
Employees may find it difficult to make a distinction between merit—because it is so hard to measure in an objective way—and favoritism.

EXERCISE 3 – CROSSWORD.



Do the crossword using the highlighted words from the text above.

ACROSS		DOWN	
1	to increase one's skill, responsibility, efficiency, or status through work	3	based on real facts and not influenced by personal beliefs or feelings
2	difference	4	the advantage that you get by working for a company for a long time
4	influenced by or based on personal beliefs or feelings, rather than based on facts	5	a skilled person with experience who is in charge of and watches over a group of workers
6	although		
7	happen		
8	to go or move something forward, or to develop or improve something		
9	the quality of being good and deserving praise		



EXERCISE 4



The advantages and disadvantages of seniority-based promotions have been mixed up. Separate them and put in a proper box.

1. Some employees may not be able or want to do certain jobs into which a strict seniority system would **propel** them.
2. Employees get to experience many jobs on the way up the promotional ladder, **provided** that they stay long enough and openings develop.
3. Employers would tend to hire overskilled people at entry level, so they have the **capacity** for promotion.
4. Jobs can be grouped into different ladders such that experience on one job constitutes good training for the next.
5. Ambitious workers may not be willing to **"wait their turn"** for higher level jobs that they want.
6. Workers need not seek **to gain favor** with supervisors (through nonproductive means) to obtain advancement. If, for example, a supervisor's direction **violates** the interests or policy, employees would have less fear of **reprisal** for not following it.
7. Employees should be able **to opt** not to accept an opportunity for promotion.
8. Cooperation between workers is generally not **hindered** by competition for subjectively determined promotions.
9. Employee motivation to work as well as possible is not **reinforced**.

Advantages	Disadvantages
1.	1.
2.	2.
3.	3.
4.	4.
	5.

HR – HUMOUR



What are the signs that your company is planning a layoff?

Windows shutdown screen reads, "It is Now Safe to Start Looking for Work."

Company softball team downsized to chess team.

Guard at front desk nervously fingers his revolver whenever you pass by.

Company president now driving a Hyundai.