

acquisition

the process of attracting and recruiting the right staff for roles in a business

development

the process of developing and improving the skills, abilities and knowledge of staff, through induction, ongoing training and further professional development

employee selection

involves gathering information about each applicant and using that information to choose the most appropriate applicant

fringe benefits tax (FBT)

a tax employers must pay on certain benefits they provide to their employees or their employees' associates, such as a family member; it is based on the taxable value of the various fringe benefits provided

job enlargement

involves increasing the breadth of tasks in a job

job enrichment

involves increasing the responsibilities of a staff member

job rotation

involves moving staff from one task to another over a period of time in order to multiskill employees

job sharing

occurs when two people share the same job

maintenance

the process of managing the needs of staff for health and safety, industrial relations and legal responsibilities, including compensation and benefits, of all staff

performance appraisal

a process of assessing the performance of an employee, generally against a set of criteria or standards

placement

involves locating the employee in a position that best utilises the skills of the individual to meet the needs of the business

recruitment

the process of locating and attracting the right quantity and quality of staff to apply for employment vacancies or anticipated vacancies at the right cost

redundancy and retrenchment

employees losing their jobs, where the employees' job or work no longer needs to be done; it may be necessary due to a lack of work, as in the case of a fall in demand for a product or service, or the position may have been restructured or replaced by technology

separation

the process of employees leaving voluntarily, or through dismissal or retrenchment processes

unfair dismissal

occurs where an employee is dismissed by their employer and they believe the action is harsh, unreasonable or unjust

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## workplace bullying

a form of harassment involving unwelcome and uninvited behaviour that is offensive to 'reasonable' people; the more noticeable forms of workplace bullying are intimidation, humiliation, verbal abuse, pushing, touching, fondling or threatened and actual acts of violence

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