

Phrasal verbs para recursos humanos y selección

Expresiones para describir el ciclo de talento: desde redactar una vacante hasta acompañar cambios de rol o salida.

20 usos contextuales	5 subtemas	16 conexiones
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Ruta de aprendizaje

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Escanea para abrir la lista web, consultar los otros significados de cada expresión y practicar con el quiz de 12 preguntas.

01 · Reclutamiento

5 expresiones para este momento o función.

draw up

redactar

- 1 HR drew up a clearer job description.
- 2 The people team drew a competency framework up for the new role.

Conexión: 5 contextos · 2 sentidos

reach out

contactar

- 1 The recruiter reached out to three qualified candidates.
- 2 We reached out to former interns about the open positions.

Conexión: 3 contextos · 1 sentido

screen out

descartar en una primera revisión

- 1 The application questions screen out candidates without the required license.
- 2 A work-authorization question screened several applications out.

narrow down

reducir la selección

- 1 We narrowed the shortlist down to five people.
- 2 The panel narrowed the candidate pool down after the technical task.

Conexión: 2 contextos · 2 sentidos

call in

citar

- 1 The hiring manager called two finalists in for a second interview.
- 2 HR called the strongest applicants in for an assessment day.

02 · Entrevistas y oferta

5 expresiones para este momento o función.

set up

programar

- 1 The coordinator set up a panel interview for Tuesday.
- 2 I set a brief preparation call up with every interviewer.

Conexión: 4 contextos · 4 sentidos

follow up

dar seguimiento

- 1 Follow up with each candidate after the interview.
- 2 The recruiter followed up once the compensation package was approved.

Conexión: 6 contextos · 2 sentidos

take on

contratar o incorporar

- 1 The company took on twelve apprentices this year.
- 2 We are taking on a bilingual customer-support specialist.

Conexión: 2 contextos · 2 sentidos

turn down

rechazar

- 1 She turned the offer down after reviewing the relocation terms.
- 2 Two candidates turned the offer down because of the start date.

Conexión: 4 contextos · 3 sentidos

sign on

incorporarse o firmar contrato

- 1 Three graduate analysts signed on in September.
- 2 The new head of finance signed on after a three-month search.

03 · Onboarding

4 expresiones para este momento o función.

fill out

completar

- 1 New employees fill out their payroll forms online.
- 2 Please fill your emergency-contact details out before orientation.

Conexión: 4 contextos · 2 sentidos

walk through

explicar paso a paso

- 1 The HR partner walked us through the benefits portal.
- 2 A payroll specialist walked each new hire through the first payslip.

Conexión: 2 contextos · 1 sentido

settle in

adaptarse

- 1 A peer mentor helped the new designer settle in.
- 2 Regular check-ins helped the remote employees settle in.

Conexión: 3 contextos · 2 sentidos

hand over

transferir responsabilidades

- 1 The departing manager handed her team over to an interim lead.
- 2 Before leaving, she handed all active recruitment searches over.

Conexión: 7 contextos · 5 sentidos

04 · Desempeño

3 expresiones para este momento o función.

check in

hacer una revisión breve

- 1 Managers check in with each team member every month.
- 2 I checked in with the new team member after her first week.

Conexión: 7 contextos · 6 sentidos

bring up

mencionar

- 1 He brought up his development goals during the review.
- 2 The employee brought a workload concern up with his manager.

Conexión: 5 contextos · 4 sentidos

work on

trabajar para mejorar

- 1 She is working on her presentation skills.
- 2 The development plan gives him time to work on delegation.

Conexión: 2 contextos · 2 sentidos

05 · Carrera y salida

3 expresiones para este momento o función.

move up

ascender

- 1 Employees can move up through the technical career track.
- 2 She moved up from coordinator to regional HR partner.

Conexión: 2 contextos · 1 sentidos

step down

dejar un cargo

- 1 The department head stepped down at the end of the quarter.
- 2 He stepped down from the committee but kept his operational role.

Conexión: 2 contextos · 2 sentidos

lay off

despedir por reducción de personal

- 1 The company laid off staff after closing two sites.
- 2 The manufacturer laid ninety employees off when the plant closed.

Práctica transversal

Doce preguntas distribuidas entre todos los subtemas. Responde sin mirar la lista; después compara con las soluciones.

1. ¿Qué expresión significa **redactar**?
A. call in B. narrow down C. reach out D. draw up
2. Explica en español qué significa **set up** en esta frase:
The coordinator set up a panel interview for Tuesday.
3. Escribe el phrasal verb que significa **completar** en onboarding.
4. ¿Qué expresión significa **hacer una revisión breve**?
A. check in B. bring up C. work on D. call in
5. Explica en español qué significa **move up** en esta frase:
She moved up from coordinator to regional HR partner.
6. Escribe el phrasal verb que significa **contactar** en reclutamiento.
7. ¿Qué expresión significa **dar seguimiento**?
A. take on B. follow up C. set up D. sign on
8. Explica en español qué significa **walk through** en esta frase:
The HR partner walked us through the benefits portal.
9. Escribe el phrasal verb que significa **mencionar** en desempeño.
10. ¿Qué expresión significa **dejar un cargo**?
A. move up B. bring up C. step down D. lay off
11. Explica en español qué significa **screen out** en esta frase:
A work-authorization question screened several applications out.
12. Escribe el phrasal verb que significa **contratar o incorporar** en entrevistas y oferta.

Soluciones: 1. draw up · 2. programar · 3. fill out · 4. check in · 5. ascender · 6. reach out · 7. follow up · 8. explicar paso a paso · 9. bring up · 10. step down · 11. descartar en una primera revisión · 12. take on