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Time tracking software

**Sample HR Glossary:**

**Term: Onboarding**

**Definition**: The process of introducing and integrating new employees into a company. It includes orientation, training, and ensuring that new hires have the tools and resources needed to succeed in their roles.

**Example**: An employee’s onboarding process might involve a company orientation on their first day, followed by a week of training sessions and meetings with key team members to help them settle into their new role.

**Term: Compensation**

**Definition**: The total financial and non-financial rewards given to an employee in exchange for their work. This includes salary, bonuses, commissions, and benefits such as health insurance or retirement plans.

**Example**: In addition to a base salary, an employee might receive an annual performance bonus and stock options as part of their overall compensation package.

**Term: Performance Appraisal**

**Definition**: A structured review process where an employee’s work performance is evaluated over a specific period. This is typically done to assess achievements, strengths, and areas for improvement, often tied to promotions or salary adjustments.

**Example**: During the performance appraisal, the manager reviewed the employee’s project results, discussing goals met and areas where additional training might be needed.

**Term: Employee Engagement**

**Definition**: The level of emotional commitment and involvement that employees have towards their organization and its goals. High employee engagement is linked to improved productivity, job satisfaction, and employee retention.

**Example**: An employee engagement survey revealed that staff members felt motivated and connected to the company’s mission, leading to higher levels of team collaboration and performance.