

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.