

## **Terms, Vocabulary and Lexicon commonly used in the Context of Human Resource Management and Success**

- 1. Talent acquisition:** The process of attracting, sourcing and recruiting qualified candidates to fill job vacancies within an organization.
- 2. Onboarding:** The process of integrating and orienting new employees into the organization, providing them with the necessary information, training and support to succeed in their roles.
- 3. Performancemanagement:** The ongoing process of setting goals, providing feedback, evaluating performance and facilitating employee development to optimize individual and organizational performance.
- 4. Employee engagement:** The extent, to which employees are emotionally invested, committed and motivated in their work, often resulting in higher productivity, satisfaction and retention.
- 5. Succession planning:** The process of identifying and developing potential internal candidates to fill key leadership positions within an organization in the future.
- 6. Training and development:** The process of enhancing employees' knowledge, skills and competencies through targeted learning initiatives, workshops, courses, or job rotations.
- 7. Employee retention:** The strategies and practices employed to retain talented employees and reduce turnover within an organization.
- 8. Compensation and benefits:** The rewards, financial incentives and non-financial perks offered to employees in exchange for their work and contribution.
- 9. Diversity and inclusion:** The intentional focus on creating a workplace that values and respects individuals from diverse backgrounds, cultures and identities, promoting equality and fostering a sense of belonging.
- 10. Workforceplanning:** The strategic process of forecasting and aligning an organization's workforce needs with its business objectives, ensuring the right people are in the right roles at the right time.
- 11. Employee relations:** The management of relationships between employees and the organization, focusing on promoting a positive work environment, resolving conflicts and ensuring fair treatment.
- 12. Employee wellness:** Initiatives and programs designed to promote the physical, mental and emotional well-being of employees, often including wellness activities, health benefits and work-life balance support.
- 13. HR analytics:** The use of data and metrics to gain insights into HR processes, performance and trends, enabling evidence-based decision-making and strategic planning.
- 14. Leadership development:** The intentional process of identifying, developing and nurturing leaders within an organization, preparing them for current and future leadership roles.
- 15. HR policies and procedures:** The guidelines, rules and protocols established by an organization to govern HR practices, employee conduct and compliance with legal and regulatory requirements.

- 16. Employee performance appraisal:** The formal evaluation process used to assess and provide feedback on an employee's job performance, typically involving performance goals, metrics and ratings.
- 17. Workforce diversity:** The representation of individuals with a variety of backgrounds, experiences, perspectives and demographics within the workforce.
- 18. Employee empowerment:** The practice of delegating decision-making authority and responsibility to employees, enabling them to take ownership and contribute to the success of the organization.
- 19. HR strategy:** The comprehensive plan and framework that aligns HR practices with the overall business strategy and goals of the organization.
- 20. HR metrics:** Quantifiable measures used to assess and track the effectiveness of HR initiatives, such as employee turnover rate, time-to-fill vacancies, or training effectiveness.

These terms and vocabulary are commonly used in the field of human resource management and are essential for understanding and discussing key concepts, strategies and practices related to managing and optimizing the human capital within an organization.

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