

The ultimate HR glossary for leaders

Talent acquisition

The process of identifying, attracting, and hiring skilled talent.

Key concepts:

- 1 **Recruitment:** Finding and attracting candidates.
- 2 **Talent scouting:** Searching for star players in the job market.
- 3 **Candidate experience:** The perception of a job seeker about an employer based on the recruiting process.
- 4 **Employer branding:** The company's reputation and popularity as a potential employer.
- 5 **Sourcing:** The process of identifying potential candidates (often before a position is available).

Performance management

Ongoing process of communication and feedback between a manager and employee towards the achievement of organizational objectives.

Key concepts:

- 1 **Appraisal:** Evaluation of employee performance.
- 2 **360 Feedback:** Feedback from an employee's subordinates, colleagues, and supervisors.
- 3 **KPIs (Key Performance Indicators):** Quantifiable measures used to evaluate success.
- 4 **Performance Improvement Plan (PIP):** A tool used to give struggling employees the opportunity to succeed.
- 5 **Competency development:** Focusing on enhancing specific skills and competencies that contribute to overall performance.

Employee engagement

The emotional commitment an employee has towards the organization and its goals.

Key concepts:

- 1 **Job satisfaction:** How content an employee is with their job.
- 2 **Employee retention:** The ability of an organization to retain its employees.
- 3 **NPS (Net Promoter Score):** Used to gauge employee loyalty.
- 4 **Employee survey:** Tools used to gauge employee mood, satisfaction, and engagement.
- 5 **Engagement strategy:** Plans to improve employee involvement and enthusiasm.

Compensation and benefits

The total remuneration and benefits provided to employees.

Key concepts:

- 1 **Salary banding:** Different levels of pay for different roles or performance levels.
- 2 **Pay equity:** Ensuring employees are paid fairly regardless of gender, race, etc.
- 3 **Total rewards:** The complete package offered to employees, including all forms of compensation.
- 4 **FLSA (Fair Labor Standards Act):** US law that sets standards for wages and overtime.
- 5 **Benefit plan design:** Structuring benefits to meet employee needs.

DEI

DEI (Diversity, Equity, and Inclusion): Strategies to promote a diverse, fair, and inclusive workplace.

Key concepts:

- 1 **Cultural competence:** The ability of an organization to interact effectively with people of different cultures.
- 2 **Affirmative action:** Policies that focus on increasing opportunities for historically underrepresented groups.
- 3 **Bias training:** Programs designed to reduce unconscious bias in the workplace.
- 4 **ERG (Employee Resource Group):** Employee-led groups that foster diversity.
- 5 **Neurodiversity:** Acknowledgement and inclusion of individuals with neurological differences.

Workforce planning

Analyzing an organization's future needs and determining the necessary steps to meet those needs.

Key concepts:

- 1 **Succession planning:** Process for identifying and developing new leaders.
- 2 **Talent pool:** A group of employees who are ready to fill future roles.
- 3 **Workforce forecasting:** Predicting future workforce requirements.
- 4 **Gap analysis:** Assessing the difference between current and desired workforce capabilities.
- 5 **Talent management:** Systematic attraction, development, engagement, and retention of employees.

HR analytics

The data-driven approach to managing people at work.

Key concepts:

- 1 **People analytics:** Use of data about human behavior, relationships.
- 2 **Turnover rate:** The rate at which employees leave an organization.
- 3 **Employee lifecycle analytics:** Analysis of employee data from hire to retire.
- 4 **Predictive analytics:** Using data, statistical algorithms, and machine learning techniques to identify the likelihood of future outcomes.
- 5 **HR dashboard:** A visual representation of HR metrics and KPIs to monitor and analyze HR processes.

Organizational culture

The values, beliefs, and behaviors that shape the social and psychological environment of an organization.

Key concepts:

- 1 **Core values:** Fundamental beliefs of an organization.
- 2 **Company climate:** The overall atmosphere within the company.
- 3 **Change management:** Managing the people side of change to achieve the required business outcomes.
- 4 **Organizational ethics:** Moral principles that guide the way a business behaves.
- 5 **Employee morale:** The overall outlook, attitude, satisfaction, and confidence that employees feel at work.

Skills-based hiring

Recruitment strategy focused on candidates' skills and abilities rather than solely on their educational background or previous job titles.

Key concepts:

- 1 **Competency framework:** A structure that outlines specific skills and behaviors required for different roles.
- 2 **Skill gap analysis:** Identifying current workforce skills versus needed skills.
- 3 **Role-specific assessments:** Evaluating candidates based on specific skill requirements of a job.
- 4 **Performance task simulations:** Practical tasks given to candidates to assess their skills in a real-world context.
- 5 **Blind hiring practices:** Recruitment methods that focus on skills while reducing bias related to the candidate's background or identity.