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HR Jargon

Term	Part of Speech	Definition	Pronunciation	Example Sentence	Synonym	Antonym
Onboarding	Noun	The process of integrating a new employee into an organization and its culture.	/ˈɒnbɔːrdɪŋ/	"A well-structured onboarding program helps new hires adjust quickly."	Orientation, induction	-
Employee Retention	Noun	The ability of an organization to retain its employees over time.	/ɪmˈplɔɪ rɪˈtɛnʃən/	"Our company focuses on employee retention to reduce turnover costs."	Employee loyalty	Employee turnover
Performance Appraisal	Noun	A regular review of an employee's job performance and overall contribution to a company.	/pərˈfɔːrməns əˈpreɪzəl/	"The performance appraisal highlighted the areas where the employee excelled."	Performance review	-
Compensation	Noun	The money received by an employee from an employer as a salary or wages.	/ˌkɒmpənˈseɪʃən/	"The company offers competitive compensation to attract top talent."	Remuneration	-
Benefits	Noun	Non-wage compensation provided to employees, such as health insurance, retirement plans, and paid time off.	/ˈbɛnɪfɪts/	"Our benefits package includes health insurance, paid leave, and retirement savings."	Perks, incentives	-
Job Description	Noun	A written statement that describes the duties, responsibilities, and qualifications required for a job.	/dʒɒb dɪˈskrɪpʃən/	"The job description outlines the key responsibilities of the role."	Job specification	-
Workforce Diversity	Noun	The inclusion of a wide range of employees from different backgrounds, cultures, and demographics within an organization.	/ˈwɜːrkfɔːrs daɪˈvɜːsɪti/	"Promoting workforce diversity can lead to more innovative solutions."	Inclusiveness	Homogeneity

Term	Part of Speech	Definition	Pronunciation	Example Sentence	Synonym	Antonym
Succession Planning	Noun	A process for identifying and developing internal employees with the potential to fill key leadership positions in the future.	/sək'sɛʃən 'plæniŋ/	"Effective succession planning ensures leadership continuity in the company."	Leadership pipeline	-
Employee Engagement	Noun	The emotional commitment an employee has to their organization and its goals.	/ɪm'plɔɪ ɪn 'geɪdʒmənt/	"High employee engagement is linked to increased productivity."	Employee involvement	Disengagement
Workplace Culture	Noun	The shared values, beliefs, and norms that shape the social and psychological environment of a workplace.	/'wɜːrkpleɪs 'kʌltʃər/	"A positive workplace culture contributes to employee satisfaction and retention."	Organizational culture	-
Grievance Procedure	Noun	A formal process by which an employee can raise a complaint about a workplace issue.	/'grɪ:vəns prə 'siːdʒər/	"The company has a clear grievance procedure to address employee concerns."	Complaint process	-
Talent Management	Noun	The strategy for attracting, developing, retaining, and utilizing people with the required skills and aptitude to meet business needs.	/'tælɪnt 'mæniʒmənt/	"Investing in talent management is crucial for long-term business success."	Human capital management	-
Succession Planning	Noun	A process for identifying and developing internal employees with the potential to fill key leadership positions in the future.	/sək'sɛʃən 'plæniŋ/	"Effective succession planning ensures leadership continuity in the company."	Leadership pipeline	-

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Mnemonic Devices

Onboarding: "Think of boarding a ship for the first time – onboarding is helping employees get on board with the company."

Employee Retention: "Retention rhymes with attention – keeping employees requires attention to their needs and satisfaction."

Succession Planning: "Succession sounds like success – planning for success by ensuring future leadership."

Visual Aids

Job Description



Succession Planning

Workforce Diversity



READING COMPREHENSION

Effective human resource management is essential for maintaining a productive and engaged workforce. The **onboarding** process is the first step in integrating new employees into the company, ensuring they understand their roles and the company culture. **Employee retention** strategies are crucial for minimizing turnover and retaining top talent, which saves on recruitment and training costs. Regular **performance appraisals** provide feedback and set goals for employees, helping them to grow within the organization. Offering competitive **compensation** and **benefits** packages is also vital for attracting and keeping skilled employees. **Workforce diversity** enriches the workplace by bringing together different perspectives, which can lead to innovative solutions. **Succession planning** ensures that there is a pipeline of qualified leaders ready to step into key positions as they become available. By fostering **employee engagement** and cultivating a positive **workplace culture**, companies can boost morale and productivity. Finally, having a clear **grievance procedure** allows employees to voice concerns and ensures issues are addressed promptly and fairly.

Questions:

1. What is the purpose of the onboarding process in HR?
2. How does employee retention benefit a company?
3. Why are performance appraisals important for employee development?
4. Explain the role of succession planning in maintaining leadership continuity.
5. How does workforce diversity contribute to a company's success?