INTERNATIONAL STANDARD

ISO 30400

Second edition
2022-11

Human resource management — Vocabulary

Management des ressources humaines — Vocabulaire

This document is a preview generated by EVS

Reference number
ISO 30400:2022(E)

© ISO 2022

This document is a preview generated by EVS

COPYRIGHT PROTECTED DOCUMENT

© ISO 2022

All rights reserved. Unless otherwise specified, or required in the context of its implementation, no part of this publication may be reproduced or utilized otherwise in any form or by any means, electronic or mechanical, including photocopying, or posting on the internet or an intranet, without prior written permission. Permission can be requested from either ISO at the address below or ISO's member body in the country of the requester.

ISO copyright office
CP 401 • Ch. de Blandonnet 8
CH-1214 Vernier, Geneva
Phone: +41 22 749 01 11
Email: copyright@iso.org
Website: www.iso.org

Published in Switzerland

© ISO 2022 – All rights reserved

Contents

Page

Foreword ..... **iv**
Introduction ..... **v**
1 Scope **1**
2 Normative references **1**
3 Terms and definitions **1**
3.1 Terms related to the organization 1
3.2 Terms related to human resources and planning 7
3.3 Terms related to people and organizations 9
3.4 Terms related to human resource metrics 11
3.5 Terms related to human governance 13
3.6 Terms related to sustainable employability 13
3.7 Terms related to diversity and inclusion 14
3.8 Terms related to workforce planning and allocation 16
3.9 Terms related to recruitment 17
3.10 Terms related to workforce mobility 18
3.11 Terms related to talent management 19
3.12 Terms related to knowledge management 20
3.13 Terms related to human capital reporting 21
3.14 Terms related to learning and development 22
3.15 Terms related to assessment 24
3.16 Terms related to employee engagement 29
3.17 Terms related to compensation 29
Bibliography **30**
Index **31**

This document is a preview generated by EVS

© ISO 2022 – All rights reserved

Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for which a technical committee has been established has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work. ISO collaborates closely with the International Electrotechnical Commission (IEC) on all matters of electrotechnical standardization.

The procedures used to develop this document and those intended for its further maintenance are described in the ISO/IEC Directives, Part 1. In particular, the different approval criteria needed for the different types of ISO documents should be noted. This document was drafted in accordance with the editorial rules of the ISO/IEC Directives, Part 2 (see www.iso.org/directives).

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. ISO shall not be held responsible for identifying any or all such patent rights. Details of any patent rights identified during the development of the document will be in the Introduction and/or on the ISO list of patent declarations received (see www.iso.org/patents).

Any trade name used in this document is information given for the convenience of users and does not constitute an endorsement.

For an explanation of the voluntary nature of standards, the meaning of ISO specific terms and expressions related to conformity assessment, as well as information about ISO's adherence to the World Trade Organization (WTO) principles in the Technical Barriers to Trade (TBT), see www.iso.org/iso/foreword.html.

This document was prepared by Technical Committee ISO/TC 260, *Human resource management*.

This second edition cancels and replaces the first edition (ISO 30400:2016), which has been technically revised.

The main changes are as follows:

— inclusion of new terms and definitions;

— removal of a small number of terms and definitions that have been replaced or are no longer current;

— relocation of a small number of terms and definitions to appropriate subclauses.

Any feedback or questions on this document should be directed to the user's national standards body. A complete listing of these bodies can be found at www.iso.org/members.html.

This document is a preview generated by EVS

© ISO 2022 – All rights reserved

Introduction

This document has been developed to help facilitate a common understanding of and maintain consistency in fundamental vocabulary in human resource management standards.

This document is intended to be used by:

— human resource practitioners;

— academic professionals and students;

— developers of related standards;

— stakeholders in organizations, regardless of organizational size and type;

— labour unions, work councils, other employee and employer representatives;

— others interested in the human resource management profession.

This document is a preview generated by EVS

© ISO 2022 – All rights reserved

This document is a preview generated by EVS

Human resource management — Vocabulary

This document is a preview generated by EVS

1 Scope

This document defines terms used in human resource management standards.

2 Normative references

There are no normative references in this document.

3 Terms and definitions

ISO and IEC maintain terminology databases for use in standardization at the following addresses:

— ISO Online browsing platform: available at https://www.iso.org/obp

— IEC Electropedia: available at https://www.electropedia.org/

3.1 Terms related to the organization

3.1.1
organization
person or group of people that has its own functions with responsibilities, authorities and relationships to achieve its *objectives* (3.1.22)

Note 1 to entry: The concept of organization includes, but is not limited to, sole-trader, company, corporation, firm, enterprise, authority, partnership, charity or institution, or part or combination thereof, whether incorporated or not, public or private.

Note 2 to entry: This constitutes one of the common terms and core definitions for ISO management system standards given in Annex SL of the Consolidated ISO Supplement to the ISO/IEC Directives, Part 1.

[SOURCE: ISO/IEC Directives, Part 1, 2020, Annex SL, Appendix 2, 3.1, modified — Note 2 to entry added.]

3.1.2
organizational governance
system by which an *organization* (3.1.1) makes and implements decisions in pursuit of its *objectives* (3.1.22)

Note 1 to entry: This concerns the way a whole organization is led, directed, controlled and held accountable.

[SOURCE: ISO 26000:2010, 2.13 – modified by addition of Note 1 to entry]

3.1.3
organizational culture
values, beliefs and practices that influence the conduct and *behaviour* (3.14.2) of people and *organizations* (3.1.1)

3.1.4
organization structure
arrangement of authority, responsibility and *accountability* (3.7.8) in an *organization* (3.1.1)

3.1.5
business model
organization's (3.1.1) approach to operating in its environment

© ISO 2022 – All rights reserved