



Curatech HR Onboarding Glossary for SMEs

Essential terms every growing business should know to create an effective onboarding experience.



Onboarding Terms	Meaning
Onboarding	The structured process of integrating a new employee into your company. Goes beyond orientation — includes cultural integration, training, and setting expectations over the first 30–90 days.
Preboarding	The stage before day one. Includes offer letters, welcome emails, paperwork, and access to necessary tools or systems. It sets the tone and builds excitement.
Induction	The stage <i>before</i> day one. Includes offer letters, welcome emails, paperwork, and access to necessary tools or systems. It sets the tone and builds excitement.
Employee Lifecycle	The stages an employee experiences with your business: attraction → recruitment → onboarding → development → retention → offboarding.
Onboarding KPIs	Key performance indicators used to measure onboarding success, such as: <ul style="list-style-type: none">• Time to productivity• New hire retention after 90 days• Manager satisfaction• New hire engagement scores
Buddy System	Pairing a new hire with an existing team member to help them settle in and answer informal or cultural questions.

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Onboarding Journey Map	A visual plan of what the new hire will experience over their first few weeks/months — covering goals, check-ins, training milestones, and more.
Welcome Pack	A curated set of materials or gifts given to new hires — can include a welcome letter, branded merchandise, company handbook, etc.
Compliance Training	Mandatory training new hires must complete (e.g., health & safety, data protection, or sector-specific regulations).
Digital Onboarding	Using tech platforms to automate onboarding tasks — like digital contracts, e-signatures, training portals, or onboarding dashboards.

