

Recruitment

Document that outlines specific duties of the job vacancy

A | **Q**

Job Description

Process of filling a vacancy with a candidate from within a business

A | **Q**

Selection

Process of analysing the role and duties of the vacancy

A | **Q**

Person Specification

Process of searching for, attracting and hiring new staff

A | **Q**

Job Analysis

Document that outlines the skills and qualities required of the successful candidate

A | **Q**

Internal Recruitment

Process of evaluating and choosing which candidates to hire

A | **Q**

External
Recruitment

A

Specific skills or
qualifications that
the candidate
must possess

Q

Selection
Criteria

A

A formal meeting
between a candidate
and a recruiter to
discuss their suitability
for the vacancy

Q

Recruitment
Agency

A

Standard tests to
measure the cognitive
abilities and personality
traits of candidates

Q

Shortlisting

A

The process of filling
a vacancy with a
candidate from
outside the business

Q

Interview

A

The process of
reviewing applications
to identify those that
will get further
assessment

Q

Psychometric
Tests

A

A business that
helps employers find
suitable candidates
to fill a vacancy

Q

Assessment
Centre

A

Document providing
a summary of
candidate's skills,
qualifications and
experience

Q

CV

A

Document used to
collect information
from candidates
applying for a job

Q

Onboarding

A

The principle of
ensuring unbiased
treatment of all
candidates

Q

Application
form

A

A method of
evaluating
candidates in a
group situation

Q

Equal
Opportunities

A

Document submitted
by a candidate along
with a CV or
application form when
applying for job

Q

Letter of
application

A

The process of
integrating a new
employee into the
business

Q

Talent
Pool
A

Process of analysing
the staffing needs of
the business and
recruiting to fill any
vacancies
Q

Redundancy
A

Government
centre for job
seekers
Q

Recruitment
consultant
A

When a candidate is
asked to apply for a
job when they are not
actively seeking work
Q

Headhunting
A

Professional who helps
a business to find
suitable candidates for
a vacancy
Q

JobCentre
Plus
A

End of employment
contract because the
job no longer exists
Q

Workforce
Planning
A

The total of potential
candidates who may
be suitable to fill a
vacancy
Q