

Recruitment

Process of searching for, attracting and hiring new staff

**A** | **Q**

Job Description

Document that outlines specific duties of the job vacancy

**A** | **Q**

Selection

Process of evaluating and choosing which candidates to hire

**A** | **Q**

Person Specification

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

**A** | **Q**

Job Analysis

Process of analysing the role and duties of the vacancy

**A** | **Q**

Internal Recruitment

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

**A** | **Q**

External  
Recruitment

A

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

Q

Selection  
Criteria

A

Specific skills or  
qualifications that  
the candidate  
must possess

Q

Recruitment  
Agency

A

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

Q

Shortlisting

A

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

Q

Interview

A

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

Q

Psychometric  
Tests

A

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

Q

Assessment  
Centre

A

A method of  
evaluating  
candidates in a  
group situation

Q

CV

A

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

Q

Onboarding

A

The process of  
integrating a new  
employee into the  
business

Q

Application  
form

A

Document used to  
collect information  
from candidates  
applying for a job

Q

Equal  
Opportunities

A

The principle of  
ensuring unbiased  
treatment of all  
candidates

Q

Letter of  
application

A

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

Q

Talent  
Pool

A

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

Q

Redundancy

A

End of employment  
contract because the  
job no longer exists

Q

Recruitment  
consultant

A

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

Q

Headhunting

A

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

Q

JobCentre  
Plus

A

Government  
centre for job  
seekers

Q

Workforce  
Planning

A

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

Q