

SELECTION TERMINOLOGY

Term	Meaning
ABILITY TO	Having the skills, knowledge or competency to do a required task.
ACCOMPLISHMENTS	These are the achievements candidates have had in their career so far.
APTITUDE TESTING	A specific test of job knowledge or core technical ability to perform the job to defined standards. Aptitude testing is normally specific to occupation e.g. accountancy or a specific skill, e.g. typing (words per minute).
ATTRACTING	Getting the attention of a wide range of potentially suitable candidates. Ensuring they are aware of the vacancy, know how to apply for it and are motivated to apply for it.
BACKGROUND IN	Educational qualifications or area of specialisation
BEHAVIOURAL BASED INTERVIEW	An interview technique that focuses on candidates past experiences, behaviours, knowledge, skills and abilities by asking the candidate to provide specific examples of when they have demonstrated certain behaviours or skills as a means of predicting future behaviour and performance.
BEHAVIOURAL INTERVIEW QUESTIONS	Questions that require the candidate to talk about their actions or behaviour in a previous work situation that demonstrates a relevant competency.
CANDIDATE	A job seeker who has submitted his or her information to a staffing agency in the hopes of attaining a position that is best suited to their specific skill set.
CAPACITY TO	Able or qualified to perform a task, may draw on transferable skills.
CAREER PATH	Refers to the series of any combination of work roles, occupations, or jobs that a person moves through by design and coincidence as their career unfolds.
COMPETENCIES	Are specialist knowledge skills, abilities necessary to successfully perform a job.
COVERING LETTER	Sent with a CV and/or an application form, a covering letter summarises a candidates reasons for applying and in addition to key attributes and strengths.
COMMITTEE CHAIR	The chair of the selection committee is the Leader, facilitator, and chief spokesperson in representing the committee
CURRICULUM VITAE	Most commonly referred to as a CV. A document used to market candidates to employers and demonstrate their suitability for a job, containing information about qualifications, skills and experience.
DEGREES & CERTIFICATIONS	Recognition bestowed on students upon completion of a unified program of study, including high school, trade schools, TAFE, colleges and universities and other agencies.
DISCRIMINATION	When someone is not treated as fairly as someone else in a similar situation, or treated

	differently because they are different in some way.
EMPLOYMENT GAPS	Are periods between jobs when job seekers are unemployed, either by choice or by circumstances.
EXPERIENCE IN	Have performed the task.
FIXED TERM APPOINTMENT	An employee and an employer may agree that the employment of the employee will end at the close of a specified date or period or on the occurrence of a specified event or at the conclusion of a specified project
FLEXTIME	A system of work which allows employees to start and finish work between a flexible range of agreed hours, so long as they work a set amount of hours each day or week
INTERNAL ADVERTISING	A competitive process which is limited to internal candidates in order to support the career progress of qualified employees.
JOB APPLICATION	Documentation completed by the applicant to express interest in a particular job.
JOB INTERVIEW	An interview led with the aim to select a candidate who is the best match for a job / position. An opportunity for both the employer and the job seeker to determine if the fit is right between them.
KNOWLEDGE OF	Familiarity gained from actual experience or from learning.
MERIT BASED SELECTION	A process to review and select a candidate/s for a position that is free from discrimination which recruits on the basis of a person's skills, qualifications and ability to do the job.
OBJECTIVITY	The factual reality, independent from feelings, emotions, bias, prejudice, and subjectivity.
OFFER OF EMPLOYMENT	An offer by an employer to a prospective employee that usually specifies the terms of an employment arrangement, including starting date, salary, benefits, working conditions.
OH&S - OCCUPATIONAL HEALTH AND SAFETY	The law relating to the health and safety of staff in the workplace.
ONBOARDING	A relatively new term, it is more far reaching than historical orientation programs. It links new employees with team members very early in the employment process and continuing after the traditional orientation program ends.
ONLINE RECRUITMENT	It uses the internet as a channel for advertising job vacancies and often to manage applications which streamlines and improves the recruitment process.
POSITION DESCRIPTION	Is a to the point outline of the key responsibilities of the job. A Position Description is not a detailed record of every task and duty.
PROVEN RECORD IN	Can substantiate any claims to the experience or skill.
RECRUITMENT	The process of attracting and objectively assessing applicants to determine their suitability for employment.

REFEREES	A group of nominated people who will endorse a candidate's ability and strengths to potential employers.
SELECTION COMMITTEE	The purpose of a selection committee is to assess the comparative merit of each applicant and to recommend for appointment the best person for the job.
SELECTION CRITERIA	Describes the qualifications, knowledge, skills, abilities and experience a person requires in order to do a job effectively.
SHORT LIST	Applicants who have been selected for an interview.
TELEPHONE INTERVIEWS	An interview with a shortlisted candidate carried out over the telephone.
TRANSFERABLE SKILLS	Skills which can be taken from one job or experience to another.