

recruiting terms

Applicant tracking system (ATS): An ATS is software employers use to help them filter and file the many resumes they receive. Most systems are designed to quickly scan resumes for relevant information, and identify the resumes that are the closest match for the job description.

Benefits: In addition to salaries, employers compensate their employees with additional benefits, such as health insurance, paid vacation time, tuition assistance and stock options.

Compensation package: A compensation package is combination of salary and benefits an employer provides its employees.

Company culture: If you want to know what it's like to work at a company, ask the hiring manager about the company culture. Company culture (also known as corporate culture) defines the environment in which employees work. Company culture develops through the beliefs, values and expectations a company holds and imposes on its employees.

Employment contract: An employment contract is a legal document that lays out binding terms and conditions of employment between an employee and an employer.

Informational interview: Unlike a job interview, the purpose of an informational interview is not to get a job offer, but to learn more about a specific career or industry.

Keywords: As mentioned earlier (See Applicant tracking system above), using keywords in your resume can help it get past employers' applicant tracking systems and into the hiring manager's hands. The right keywords in your social profiles can make it easier for recruiters and hiring managers to find you through online search engines.

Offer letter: Offer letters are formal documents employers send to candidates they select for employment. The offer letter confirms the details of employment, such as the job description, salary, benefits, and the date employment begins.

Recruiter: Oftentimes, when employers need viable candidates for open positions, they turn to recruiters (also known as headhunters) for help. Recruiters seek out, screen and interview candidates before presenting them to their clients.

Soft skills: Soft skills are the hard-to-measure skills employers look for to evaluate a candidate's level of professionalism and work ethic. These include interpersonal skills, communication skills, leadership skills and management skills.

Talent network: Talent networks are automated platforms that enable job seekers to upload their information (name, contact information, work history, etc.) into a company's database to be notified of new job opportunities.

Transferable skills: Transferable skills are skills that aren't directly related to the job in question, but can be applied to a wide range of jobs and industries. These skills are usually learned on the job, at school, during volunteer work, through community activities, at networking events or even in everyday social activities.