

TRAINING WORKBOOK

RECRUITMENT NINJA

RECRUITMENT GLOSSARY



RECRUITMENT GLOSSARY

Jargon and Technical Terms you need to know

Recruitment Ninja – Glossary Workbook

SOME OF THE WORDS YOU NEED TO KNOW

APPLICANT A person who has applied to a role	CANDIDATE A person who has been screened and is being considered for the role	INTERVIEW Interviews come in the form of telephone and face to face	CLIENTS Companies who use an agencies services
PROSPECTS Companies who have a need for an agencies services	MARKETING Promoting a recruiters services to client companies	INTERNAL / IN-HOUSE A recruitment function that is internal to an organization	HIRING MANAGER The person who will be responsible for managing the candidate

[illegible]

SOME OF THE WORDS YOU NEED TO KNOW

Flat rate

A fixed amount that is payable to the recruiter /agency for their services

Referral

When someone internal or external provides the name and number of a person

Privacy act

A piece of legislation that governs what you can and cannot do with information provided by applicants/candidates/employers

Database

A piece of technology that holds/stores applicant/candidate/contact data

ATS/
Applicant
Tracking
System

A database system

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SOME OF THE WORDS YOU NEED TO KNOW

RMS/ RECRUITMENT MANAGEMENT SYSTEM

A database
system

REFERENCE CHECK

A process where
the someone (the
referee) is
contacted to
validate a
candidates
background

VERIFICATION

Verification is a
process you go
through to “verify”
that information
you have been
provided is correct

PSYCHOMETRIC ASSESSMENT

A process where the
candidate
completed a battery
of assessments to
verify/identify a
persons behavioural
traits, aptitude,
skills, or other
elements

FLOATING/ REVERSE MARKETING

Calling a
client/employer to
“float” a good
candidate

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SOME OF THE WORDS YOU NEED TO KNOW

RPO	Guarantee period	Permanent	Part time	Casual
recruitment process outsourcing – where a third party takes over the recruitment function of a company and acts as a part of that company	A period of time where the candidate can be replaced by the recruiter either for free or a lesser fee than original fee	A work pattern that is permanent work, commonly 38 hours per week	A work pattern that is less than 38 hours a week but with pro-rata conditions e.g., annual and personal leave etc.	A work pattern that is not fixed and can be called in as and when needed

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SOME OF THE WORDS YOU NEED TO KNOW

	TEMP TO PERM When a temp/casual employee is offered a permanent job with a client company		LMTC Left message to call
	PSA Preferred supplier agreement/arrangement		INVOICE Document raised to outline how much \$ is due
	PSL preferred supplier list		REVENUE The total invoiced to a client
	TBA To be advised		COST OF GOODS The costs associated with providing a service

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SOME OF THE WORDS YOU NEED TO KNOW

**GROSS PROFIT/NET
REVENUE**

Revenue minus Cost of
Goods Sold

OTE

On target earnings – used in commission based roles

OFFER

The amount of \$ a remuneration contains together with other elements e.g. work hours etc

BONUS

An amount paid to the employee for work they have done – usually not linked to sales, more linked to KPI's

PACKAGE

Differs by company but should be total remuneration package inclusive of superannuation, bonuses, commission, allowances etc.

KPI/KPI'S

Key Performance Indicators – used to measure performance in most organizations

OTE

On target earnings – used in commission based roles

[illegible]

BONUS

An amount paid to the employee for work they have done – usually not linked to sales, more linked to KPI's

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KPI/KPI'S

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