

Evaluating Applications & Résumés

Benefits

extra incentives given to employees, such as health insurance, retirement plans and stock options

Contact Information

usually the first section of a résumé; includes address, phone number, e-mail etc.

Employment Gap

extended period of unemployed

Hiring Process

a process resulting in the hire of a new employee; steps include: identifying a new position need within the company, announcing the need to job applicants, accepting new résumés, interviewing applicants, and actually hiring the new employee

Interview

face-to-face meeting between the employer and the applicant

References

contacts provided by the applicant; used by employers to verify character and provide insights about the candidate's job performance, attendance, etc.

Résumé

document explaining an applicant's education, experience and qualifications

Résumé Falsification

lying or misrepresenting information on a résumé