

# 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