

Career Readiness Glossary

— A —

Accomplishments

Successes and key points a jobseeker include on their resume relevant to the prospective company and the role applied for.

Achievement

Recognition and wins from previous positions a candidate includes on their resume to stand out. Not to be confused with responsibilities.

Action Verbs

Words used on a resume and cover letter which express physical or mental action. (Want to learn more>>> [click here](#))

Applicant

Someone who has applied for employment, a position, or for a project in return for compensation.

Applicant Tracking System

Commonly abbreviated as ATS, it is software utilized by hiring managers and recruiters which automate some of the hiring process by scanning resumes, cover letters, and emails from applicants, parsing the content of the text rendered, and assigning a score per applicant based on relevancy to the position and keywords set by the employer.

Application

A document a candidate prepares and submits to a company in hopes of obtaining a position.

Apprenticeship

A person who works for another person or a company to learn a trade and the skills required of that trade.

— B —

Background Check

Investigation into the truth of a prospective candidate’s statements from their submitted application and/or resume. A background check may include additional research into a potential employee’s criminal history, social media presence, and more.

Behavioral Interview Question

Questions asked during an interview about past work experience and how a candidate has handled certain situations or scenarios in the past. This method implies that past behavior forecasts future behavior.

Benefit

Programs or some form of non-monetary compensation an employer may give as a perk to employees alongside monetary compensation. Common benefits include health insurance, paid leave, gym memberships, etc. (Want to learn more>>> [click here](#))

— C —

Career

Work done as an occupation that takes up a significant period of one’s life and employment history.

Career assessments

Tools that are designed to help individuals understand how a variety of personal attributes (i.e., data values, preferences, motivations, aptitudes and skills), impact their potential success and satisfaction with different career options and work environments.

CareerLink

UH Maui College one-stop shop for students and alumni offering various services such as: providing announcements about available jobs to helping students create cover letters and resumes, preparing for job interviews and internship placement through the cooperative education class.

Certification

An official document, usually accredited by a significant industry body, which attests to a candidate’s proficiency, knowledge, or training in a particular field, software, course, industry, or hardware.

Compensation

The sum of all remuneration and benefits given to an employee for work rendered. Compensation usually includes a monetary value (wages), but also often includes non-monetary perks and benefits such as paid time off, gym memberships, company vehicles, etc.

Constructive Dismissal

A situation where an employee quits or resigns due to a hostile work environment.

Contact Information

Personal details on a resume and cover letter, including addresses, phone numbers, and other info, which allow the employer or recruiter to reply to the candidate.

Corporate Culture

The collective beliefs and values shared by employees in a given company's work environment.

Cover Letter

A letter sent with a resume or CV which briefly sums up a candidate's interest, relevance, and ability to do the job.

Curriculum Vitae

A record of one's academic and professional achievements. It is Latin for "course of life," and it is often a longer document that goes into detail where a resume doesn't.

— E —

Education

The history of institutionalized instruction listed on a resume, such as high school, university, or vocational school.

Elevator Pitch

Also known as an elevator speech, it is a quick statement one makes to sell their candidacy to an employer.

Employability

The readiness, skills, qualifications, and ability a candidate has in relation to employment.

Employment

A work position that is paid.

Employment Gap

A period of time between two jobs where an employee has no employment. An employment gap could be due to several reasons, such as a career change, internship, education, illness, child leave, etc.

Experience

The entirety of a candidate's past work history, including volunteer work and any knowledge and skills gained as a result of prior training, tasks, and responsibilities.

— F —

FOCUS2

Program that guides users through career and education decision making model that may help to choose a college, select a major, explore occupations, make informed career decisions and take action in career development.

Follow-Up

A brief note, email, or phone call that reminds the employer that a candidate has submitted a resume or job application and is awaiting a response.

Format (File)

A standard of saving and storing a digitized version of a resume or cover letter. Popular file formats include .DOCX and .PDF.

Format (Resume)

The layout and structure of the resume. The most common ones are combination, reverse-chronological, and functional.

Full-Time

Work that takes up an employee's regular hours, usually designated as around 40 hours per week. Less than full-time work is considered part-time.

Functional

Also referred to as “skills-based,” it is a resume format that focuses on skills but does not link these to any specific achievements. (Want to learn more>>> [click here](#))

— G —

Goal

The aim of an employee, employer, or company.

Gross Misconduct

A violation of a company’s rules that is so severe that it warrants immediate dismissal. Gross misconduct is often criminal in nature.

— H —

Hard Skills

Specific abilities and know-how, such as knowledge of a particular software program. (Want to learn more>>> [click here](#))

Hiring Manager

An employee of a company’s management team, often in human resources, who is responsible for the entirety or majority of the hiring process.

Hobbies

An activity a candidate may include on their resume which they do/did for pleasure and enjoyment.

Human Resources

The department of a company that deals with employees and their relationship to the company, including the hiring process, benefits, time off, and more.

— I —

Interest

An activity a candidate may include on their resume which they find pleasurable and enjoyable.

Internship

A position, often held by students and those new to employment and often without pay, which offers training and real-world experience in a particular organization. Is of educational value. (Want to learn more>>> [click here](#))

Interview

A meeting between a candidate and an employer or representative of a prospective company. Once formal and face-to-face, interviews now often are less formal, such as phone interviews and video interviews.

— J —

Jobseeker

Someone who is actively seeking employment. This term used to have the more specific meaning of someone who is unemployed seeking employment, but it has now been accepted as proper for anyone looking for work.

— K —

Keywords

Words and phrases in a job seeker's resume and cover letter which have a great importance placed on them. Usually, these words are actively sought out by the hiring manager, recruiter, and/or auto systems.

— L —

Lateral Hiring

Recruitment where an employee is hired for the same position and compensation as in their previous job.

Layoff

A discharge of employees from a company, often temporary and often due to financial reasons or restructuring. Layoffs differ from firing because usually the layoff position was terminated.

Letter of Recommendation

A letter which a reference sends to an employer to vouch for one's work ethic, character, qualifications, employment history, or skills.

License

A certification by a governing or legal body that certifies the holder has the stated skill, ability, hours, or lessons.

— M —

Management Style

An employee's or prospective candidate's brand of leadership.

Myers–Briggs Type Indicator (MBTI)

An introspective self-report questionnaire with the purpose of indicating differing psychological preferences in how people perceive the world around them and make decisions.

— O —

Objective

A short, targeted statement at the beginning of a resume that reflects what a candidate has already achieved and how they would be a perfect match for the position that is on offer.

Online Presence

Collective term for profiles, photos, texts, videos, and other media available publicly via the internet. Employers often do a preliminary search on applicants' online presence, and any negative image they conclude based on the search results may hurt each applicant's chances of getting the interview.

Outline

A plan or description of a resume that occurs prior to the first draft which allows for a more accurate and better-structured resume.

Outsourcing

This is the process of hiring another organization to perform a service. An example may include hiring a local cleaning company to perform office maintenance rather than to hire the cleaners themselves.

— P —

Part-Time

Employment where the work hours per week is less than the generally-accepted full-time hours of work (usually 40 hours per week).

Personal Statement

A written description of one's achievements, interests, etc., included as part of an application for a job or to an educational program.

Portfolio

A curated collection of a candidate's work and project history given alongside a resume and cover letter to highlight samples of past projects in order to obtain a new job.

Promotion

An act where one employee gets given a higher rank or position in a company, usually coinciding with an increase in compensation, benefits, and responsibilities.

— R —

Recruiter

A person or company contracted to find hires and employees for another company.

References

On a resume, references are a list of names one adds which will likely provide a positive recommendation for hire.

Resume

A record of one's academic and professional achievements, skills, and other details meant to briefly and quickly sum up an applicant's eligibility for a job position. It is usually shorter than a C.V.

Reverse-Chronological

A resume format that highlights job history and allows placement of career peak at the top of the resume.

— S —

Section

The areas and categories that a resume is divided into. These may include contact information, work experience, skills, education history, certifications, and more.

Shadowing

Practice where a new employee follows another employee and learns the new job details by observation and trial.

Situational Interview Question

Similar to behavioral interview questions, hiring managers ask these to prospective candidates during interviews about how the candidate might respond in a hypothetical situation.

Skills

Abilities a candidate has which are relevant and would be beneficial to the prospective company.

Soft Skills

Self-developed, life-learned attributes and abilities. (Want to learn more>>> [click here](#))

STEM

Reference to Science Technology, Engineering, and Mathematics, as well as the skills and work in those fields and specialties.

Strengths

Skills and abilities a candidate may have that are available in greater quantity and quality than other candidates.

Strong Interest Inventory (SII)

An interest inventory used in career assessment. As such, career assessments may be used in career counseling. It is used for educational guidance as a career assessment tool.

Summary

A statement which goes in the heading area of a resume detailing skills and career progress; sometimes referred to as a professional summary or objective.

— T —

Tailoring

To customize resume, cover letter, and other job-related items to match the things which are known about the employer. A useful method of getting a better employer and interview response rate.

Template

A structured layout used to build resumes and cover letters.

Thank You Email

An email sent to the prospective employer usually after an interview. Not only is it a nice gesture, but it also serves to remind the employer that the candidate is waiting and is available.

Transferable Skills

Skills and abilities a candidate has learned and built from one work environment that can be used in another work environment.

— V —

Volunteer Work

Job experience obtained from work where the tasks and responsibilities have no monetary compensation.

— W —

Weakness

Skills and abilities a candidate may not have or that are available in smaller quantity and quality than other candidates.