

Glossary

Here you will find a list of the most useful terms, alongside explanations, which are commonly found in job descriptions. Have a go at incorporating some of these into the job description that you design.



About careers

Career – the job, or series of jobs, that you do during your working life.

Degree – an academic award granted by a college or university upon completion of a course.

Experience/work experience – any experience you gain while working or doing volunteer work.

Qualification – an ability, academic award, or experience that makes you suitable for a particular job or career.

Specialist – someone who has a lot of experience, knowledge or skill in a particular subject.

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About job applications / advertisements

Advert/advertisement – an announcement about a job that people can apply for.

Candidate – a person who applies for a job or is nominated for selection.

Cover letter – a document you submit alongside your CV with a message to the hiring manager.

Curriculum Vitae or CV – Curriculum Vitae is Latin for 'course of life'. Your CV is a document which highlights your education, qualifications and previous jobs.

Interview – a meeting in which a candidate is asked questions to determine if they are suitable for the job.

Job description – a document that states the job requirements and responsibilities to perform a specific role.

Junior – a title to refer to those who are in the beginning stages of their career or role.

Personal statement – a written description of your qualities and skills that you are asked to submit with your CV.

Requirements – something you must do or something you need to perform in your job role.

Role – the purpose that someone or something has in a situation or organisation.

Senior – a title to refer to those who have more experience or are in the latter stages of their career or role.

Skills – particular abilities you develop through training and experience which are usually useful in jobs (e.g. problem-solving, multi-tasking, sociableness and empathy).

Tasks – a piece of work to be done, especially one done regularly, that you complete as part of your job.

Vacancy – a job that no one is doing and is therefore available for someone new to do.

Things the job might include

Decision making – the action of making decisions. Typically when you have a few options and a problem to solve.

Installing/installation – the placement or fixing of equipment, machinery or software, to be ready for use.

Maintaining/maintenance – the work needed to keep equipment, machinery or software in good condition.

Managing/management – the control and organisation of employees, a system and/or a process.

Organising/organisation – the way in which you arrange something (a plan, team or a process).

Personal development – to improve your skills and increase the amount of experience you have in your job.

Responding/response – what you say or do as a reaction to what has been said or done (e.g. an emergency).

Teamwork – the activity of working together in a group with other people, especially when this is successful.

Training – the process of learning the skills you need to do a particular job or activity.

You might also come across the following words in job descriptions:

Administration	Initiative
Analytical	Manual
Adaptable	Practical
Enquiries	Terminology
Human Resources	

If you don't know what they mean, why not research them yourself?

Can you think of anything that isn't listed in this glossary?