**Job Keywords: An All-in-One Job Search Dictionary**

This Job Search Dictionary aims to clarify common terms and concepts that may be confusing for new employees or job seekers. Understanding these terms will help you navigate the job search process more effectively and with greater confidence.

**A**

**Application**: A formal request for employment submitted to an employer by a job seeker, usually including a [resume](https://staffaus.com.au/job-seekers/resume-builder/)and cover letter.

**Apprenticeship**: A program that combines on-the-job training with classroom instruction, typically in a trade or technical field.

**Annual Leave**: Paid time off granted by employers to employees for vacation, rest, or personal activities.

**Assessment:** Tests or evaluations used by employers to gauge a candidate’s skills, abilities, and personality traits.

**B**

**Background Check:** A process employers use to verify the accuracy of the information provided by a candidate and to check for any criminal history or other past activities.

**Benefits:** Non-wage compensation provided to employees, which may include health insurance, retirement plans, paid time off, and other perks.

**C**

**Casual Employment:** A work arrangement where an employee is hired on an as-needed basis without a guaranteed number of hours.

**Career:**a job or series of jobs that are pursued for a significant period of a person’s work life, with opportunities for progress.

**Cover Letter:** A document sent with a [resume](https://staffaus.com.au/job-seekers/resume-builder/) to provide additional information about the applicant’s skills and experience. It explains why the candidate is interested in and qualified for the job.

**Curriculum Vitae (**[**CV**](https://staffaus.com.au/job-seekers/resume-builder/)**):** A detailed document outlining an individual’s academic and professional achievements, typically used for academic, medical, or research positions.

**Contract Employment:** A position that is not permanent but is based on a fixed-term or project-specific agreement.

**Clock-in:**The process of recording the time an employee starts work, often using a time clock or digital system.

**D**

**Diversity and Inclusion:** The representation and participation of different groups of people, including those of different ages, races, genders, abilities, and sexual orientations.

**Dress Code:** Guidelines set by an employer regarding the appropriate attire for the workplace.

**Due Diligence:** The investigation or research done by both employers and job seekers before entering into employment or business agreements.

**E**

**Employee:** An individual who works part-time or full-time under a contract of employment.

**Employee Onboarding:** The [process](https://staffaus.com.au/job-seekers/interview-tips/) of integrating a new employee into the company and its culture, including training and orientation.

**Employer:** A person or organisation that hires employees and provides work for them.

**ENTO:** A [software system](https://www.myob.com/au/apps/ento) used by Staff Australia to track employee shift times. The system allows employees to clock in and out of their shifts.

**F**

**Flare:**A [software system](https://www.flarehr.com/) used by Staff Australia to collect employee information for the onboarding process.

**Full Time Job:** Employment in which the employee works a minimum number of hours defined as full-time by the employer, usually around 38 hours per week.

**Fixed Contract:** A contract of employment that lasts for a specific period or until a particular task or project is completed.

**G**

**Gross Pay:** The total amount of money earned by an employee before any deductions such as taxes or loan repayments.

**H**

**Hard Skills:** Specific, teachable abilities or knowledge sets that are job specific.

**Human Resources (**[**HR**](https://staffaus.com.au/employers/hr-solutions/)**):** The department in a company responsible for hiring, training, employee relations, and benefits management.

**I**

**Income Statements**: A financial document that shows an employee’s income over a specific period.

**Induction:**The process of introducing a new employee to their role and the company, often including orientation and training.

**Internship:** A temporary position that offers on-the-job training and work experience, often for students or recent graduates.

**Interview:**[A formal meeting](https://staffaus.com.au/job-seekers/interview-tips/) in which one or more person’s question, consult, or evaluate another person for potential employment.

**Interview Panel:** A group of people who conduct an interview with a job candidate, usually representing different areas of the company.

**J**

**Job Alerts:**Email notifications based on your saved job searches, skills library or chosen fields**.**

**Job Description:** A[job description](https://staffaus.com.au/job-seekers/) is a written document outlining the duties, responsibilities, qualifications, and expectations for a particular position.

**Job Fair:** An event where employers and job seekers meet to discuss employment opportunities, often held at colleges or community centres.

**Job Seeker:**An individual actively looking for employment.

**Job Posting:** [An advertisement](https://staffaus.com.au/job-seekers/) created by an employer or recruiter to announce an open position within a company.

**Job Provider:** An entity, usually an organization or business, that offers job opportunities.

**K**

**Keywords:** Specific words or phrases related to skills, qualifications, and job responsibilities that employers look for in resumes and cover letters.

**L**

**Layoff:** The termination of an employee’s job due to company downsizing, restructuring, or financial difficulties.

[**LinkedIn**](https://www.linkedin.com/company/staff-australia/?originalSubdomain=au)**:** A professional networking platform used for job searching, recruiting, and building professional relationships.

**Licence:**An official legal document that allows an individual or entity to perform a specific activity or carry a particular item.

**M**

**Mentor:** An experienced individual who provides guidance and support to a less experienced person, often in a professional setting.

**N**

**Networking:** [Networking](https://staffaus.com.au/3-ways-networking-can-assist-your-job-search/) is the process of building professional relationships to gain information, advice, and job leads.

**Notice Period:** The amount of time an employee must give their employer before leaving a job, typically outlined in the employment contract.

**O**

**Occupation:**The type of work a person does to earn a living, this can include various jobs, professions, or trades.

**Occupational Health & Safety (**[**OHS**](https://staffaus.com.au/employee-resources/occupational-health-safety/)**):**A discipline that manages and controls the safety, health, and welfare of people at work.

**Offer Letter:** A formal document from an employer outlining the terms of employment, including salary, benefits, and start date.

**Office Support:** [Administrative and clerical tasks](https://staffaus.com.au/employers/office-placements/) performed in an office setting to support the operations of a business or organisation.

**On-the-Job Training (OJT):** Training provided to employees while they are performing their regular job duties.

**Outplacement Services:** Support services provided by employers to help former employees transition to new jobs, often including career counselling and resume assistance.

**P**

**Part-Time Job:** Employment where the employee works fewer hours than a full-time schedule, typically less than 35 hours per week.

**Payroll:**The process of calculating and distributing wages and salaries to employees**.**

**Performance Review:** A formal assessment of an employee’s job performance usually conducted annually or semi-annually.

**Probation Period:** A trial period at the beginning of employment to assess an employee’s suitability for the job.

**Q**

**Qualifications:** The skills, experience, and education required to perform a job.

**R**

**Recruiter:** A professional who seeks out and screens candidates for job openings, either working for a company or an agency.

**Redundancy:** When an employee’s job is no longer required, leading to the termination of their employment. Redundancy it is not a reflection of an employee’s performance but rather a result of business decisions.

**References:** Individuals who can attest to a candidate’s qualifications and character, usually former employers, or colleagues.

**Remote Work:** Working from a location outside of the traditional office environment, often from home.

**Resume:**[A formal document](https://staffaus.com.au/job-seekers/resume-builder/)that provides an overview of an individual’s educational background, work experience, skills, and accomplishments.

**Retirement:**When an employee stops working permanently, usually after reaching a certain age.

**Requirements:**A set of qualifications, skills, experience, or attributes needed to be considered for a job.

**S**

**Salary:** The fixed regular payment, typically paid on a monthly, weekly, or, biweekly basis, made by an employer to an employee.

**Soft Skills:** Personal attributes and interpersonal skills that are crucial for working effectively with others, such as communication, teamwork, and problem-solving.

**Skills:**The abilities and expertise that enable a person to perform tasks effectively and efficiently.

**Skills Gap:** The difference between the skills required for a job and the skills possessed by the job candidate or current workforce.

**Superannuation (**[**Super**](https://staffaus.com.au/employee-resources/superannuation/)**):** A compulsory retirement system in Australia which was implemented to ensure that individuals have the funds available to support themselves through retirement.

**T**

**Tax:** [Taxes](https://staffaus.com.au/employee-resources/how-tax-works/) are a percentage of your income withheld from your gross income. They are used by the government to fund community and council services.

**Tax File Number:**A [tax file number](https://staffaus.com.au/employee-resources/how-tax-works/) is a 9-digit number that is used by the ATO to identify you in the tax and super system.

**Tax File Declaration:**A [tax file declaration](https://staffaus.com.au/employee-resources/how-tax-works/) is a document used by an employer so they can calculate how much tax to withhold from your payments or salary.

**Temporary:** Employment that is not permanent and typically has a set end date, often used to cover short-term needs or projects.

**Termination:** The end of an employee’s job, which can be voluntary or involuntary.

**Timesheet:**A [timesheet](https://staffaus.com.au/employee-resources/timesheets/)is a document used to record the hours an employee works. It details the start and end times of shifts, breaks, and total hours worked.

**U**

**Unemployment:** The state of being without a paid job, while actively seeking work.

**Upskilling:** The process of [learning new skills](https://www.tafecourses.com.au/) or improving existing ones to advance in a career.

**Underemployment:** A situation where an individual is working in a job that does not fully utilise their skills, education, or availability.

**V**

**Vocational Education:** Sometimes called “technical education”, [vocational education and training (VET)](https://www.studyaustralia.gov.au/en/plan-your-studies/vocational-education-and-training) prepares an individual to perform a for a particular trade or profession.

**Volunteer Work:** Unpaid work done willingly to help others, which can provide valuable experience and skills.

**Virtual Interview:** An interview conducted remotely using video conferencing technology.

**Visa Restrictions:**On any travel or work visa, a set of conditions apply, and may affect working rights. This depends on a range of [criteria](https://immi.homeaffairs.gov.au/visas/already-have-a-visa/check-visa-details-and-conditions/overview).

**W**

**Wage:**A regular payment given to an employee from an employer.

**Work-Life Balance:** The equilibrium between personal life and professional responsibilities, important for overall well-being.

**Workforce**: A group of individuals who are employed by a particular business or company

**Work Permit:** An official document that allows a foreign national to work in a specific country.

**Still looking for answers?**

Staff Australia knows the job market can be hard to navigate for both job seekers and businesses looking to hire. We have created a list of [Frequently Asked Questions (FAQ)](https://staffaus.com.au/about-us/faq/) to provide you with answers to our most common queries.

**If you cannot find the answer you require, please**[**contact us**](https://staffaus.com.au/contact-us/)**.**