

TELL ME ABOUT YOURSELF

CONVERSATIONS ABOUT
LIFE, LOVE AND WORK™



GLOSSARY AND RESOURCES

MARCIA STEIN, PHR

Hello!

My website provides articles and books regarding life, love and work. If there is an occupation you'd like to read about or a person you feel would be of interest to others, please contact me via my website. I'm just a click away.

I hope this Glossary will help you understand terminology used by interviewees. If there is something I've missed, please let me know. If you don't understand the term, chances are someone else would also like clarification. The Resources list primarily addresses those in Human Resources.

Thank you for reading!

Marcia Stein

Copyright © 2007 by Marcia K. Stein, PHR

All rights reserved. No part of this publication may be reprinted, reproduced, stored or transmitted by any means, electronic or mechanical, including photocopying, recording or by any information storage and retrieval system, without prior written permission from the author.

1st edition

Publisher:

WJT Bashamer Publishing

10156 Camberley Lane

Cupertino, CA 95014

www.ourhrsite.com

Cover Design: [Mark Brown Digital Arts](#)

GLOSSARY

- A -

Agency Recruiter – Recruiter working at an agency. Companies sub-contract job orders and pay 20-30 percent of the new hire's first year base salary. Usually no exclusive relationship with the company and are only paid when the candidate begins work at the company.

ATS – Applicant Tracking System – program used to track candidates

- C -

CFO – Chief Financial Officer

COO – Chief Operations Officer

CTO – Chief Technical Officer

Consultant – Individual hired for a short term project.

Contingency Recruiter – see "Agency Recruiter"

Contract Recruiter – Professional recruiter hired for a short term project to focus on filling requisitions.

Corporate Recruiter – Recruiter is an employee of the company and tasked with finding, qualifying, and shepherding new employees for the corporation.

- F -

FAA – Federal Aviation Administration

Flip Searcher, Flip Recruiter, Flippers – Recruiters who find candidates exclusively via Internet searching.

- I -

In House Recruiter – see "Corporate Recruiter"

IPO – Initial Public Offering, the first sale of private stock to the public

- H -

Headhunter – see “Agency Recruiter”

HRCA – Human Resources Consultants Association

HRIS – Human Resources Information System, a database for corporate Human Resources Departments

Human Resources – “HR” professional works for a company. Duties may be specific as in Recruiter, or be general, as in a “Generalist”. Scope of duties vary and may include recruiting, compensation, benefits, training, coaching, employee relations, labor relations, organizational design and development, legal compliance and reporting.

-N-

NCHRA – Northern California Human Resources Association

-O-

Outplacement – services including resume writing and interview skills coaching to help people who have been laid off

- P -

PHR – Professional Human Resources –certification earned through the HRCI

PTS – Prospect Tracking System – program used to track prospective candidates

Profiler – Researched name of possible candidate is provided to a profiler. Profiler calls potential candidate and does a brief telephone screen, learning about job title, duties, brief description of employment history, education, salary and interest level in new position.

- R -

R&D – Research and Development

REQ – Job requisition, an opening budgeted and approved by the corporation.

Researcher – Recruiter or firm first analyzes the industry, compiles a list of competitors, breaks down the organization chart and creates a list of names of potential candidates.

Retained Search – Company is hired exclusively to find top candidates typically for executive positions. Retained search companies are paid a portion of their fee upfront (usually 33-35% of base salary target), another percentage paid in 3-6 months, and the balance paid when the search is over.

Ruse – An invented story used to bypass “gatekeepers” such as receptionists in order to contact a potential candidate.

- S -

SHRM – Society for Human Resources Management (international organization)

Sourcer – see “Researcher”

Spec – Job or candidate specifications.

- T -

Third Party Onsite – Agency representative works onsite at a client's location doing payroll services for temporary workers, finds and reviews resumes, manages third party temporary workers from vendors such as Kelly Services or Manpower.

- V -

VC – Venture Capital, a company or individual with private equity (funds) investing in new businesses

RESOURCES

ERE – recruiting news, information and community www.ere.net

HR Symposium – annual event in the Silicon Valley www.hrsymposium.com

HRCA – Human Resources Consultants Association www.hrca.com

HRCI – Human Resources Certification Institute {internationally recognized certifying body for the HR profession} www.hrci.org

NCHRA –Northern California Human Resources Association www.nchra.org

SHRM – Society for Human Resources Management {international organization}
www.shrm.org

Silicon Valley Women in Human Resources...and Friends www.ourhrsites.com