

## Understanding a Job Advert

Searching for a job can be a very daunting process and flicking through newspapers or searching through the internet you will find many job adverts filled with jargon, which can leave you confused as to what the employer is actually looking for and what they are offering. Reading this article will provide you with a few pointers to help you understand that all important job ad.

What kind of company are they?

The vacancy advertisement will often be the first time that you become aware of a company. Look out for certain words, which will help you to discover what kind of company they are. For example, if they use phrases such as 'young and dynamic' they will more than likely be a relatively new company and possibly directed by a more youthful team. If on the other hand they refer to terms such as, 'well established' then it is likely that they have a more mature ethos and traditional approach.

What skills are they looking for?

Often the more specific skills that the vacancy requires are detailed within the person specification or in an additional job description. However the initial advert will highlight the key abilities that you should possess to be considered for the position. As you read the advert try to consider whether you have the skill set they are looking for and indeed whether you can provide examples of times when you have used them. If you can immediately match your skills to those in the ad then you can be confident that you have the skills necessary to carry out the job. Do not however dismiss a job if you cannot obviously tick all of their requirements straight away; some skills can be transferable between industries and roles and even though you may not have the exact experience they are looking for you may have a comparable knowledge or set of skills, which could be considered.

How much will I be paid?!

Understanding a salary package is obviously very important for job seekers and again this can sometimes appear a minefield of jargon. It is never advisable to discuss salaries at a job interview so make sure you are aware of the financial package at the point of applying for the job, this will avoid any confusion or disappointment at a later stage.

Key words used to describe pay are:

\* OTE (On Target Earnings) This is similar to commission based. Earnings are based on targets set ahead of time. Your salary will then be determined by whether you reach your set targets

\* Gross Salary This is the total salary you will receive before any deductions such as tax , National Insurance or pension contributions

\* Pro Rata This refers to the fact that the salary quoted is for a full time employee e.g. 36 hours. If therefore the job is only for 12 hours a week then the salary will be divided up to reflect this and the employee will only receive a third of the full time salary.

Once you have read and understood all of these points you should then be in a good position to make an informed decision about whether the company and the salary is right for you and whether you are right for the job.

**Want to make sure that you have the best chance of landing that dream job? Then have Words Worth Reading [proofread your application](#) and [Improve your CV](#).**