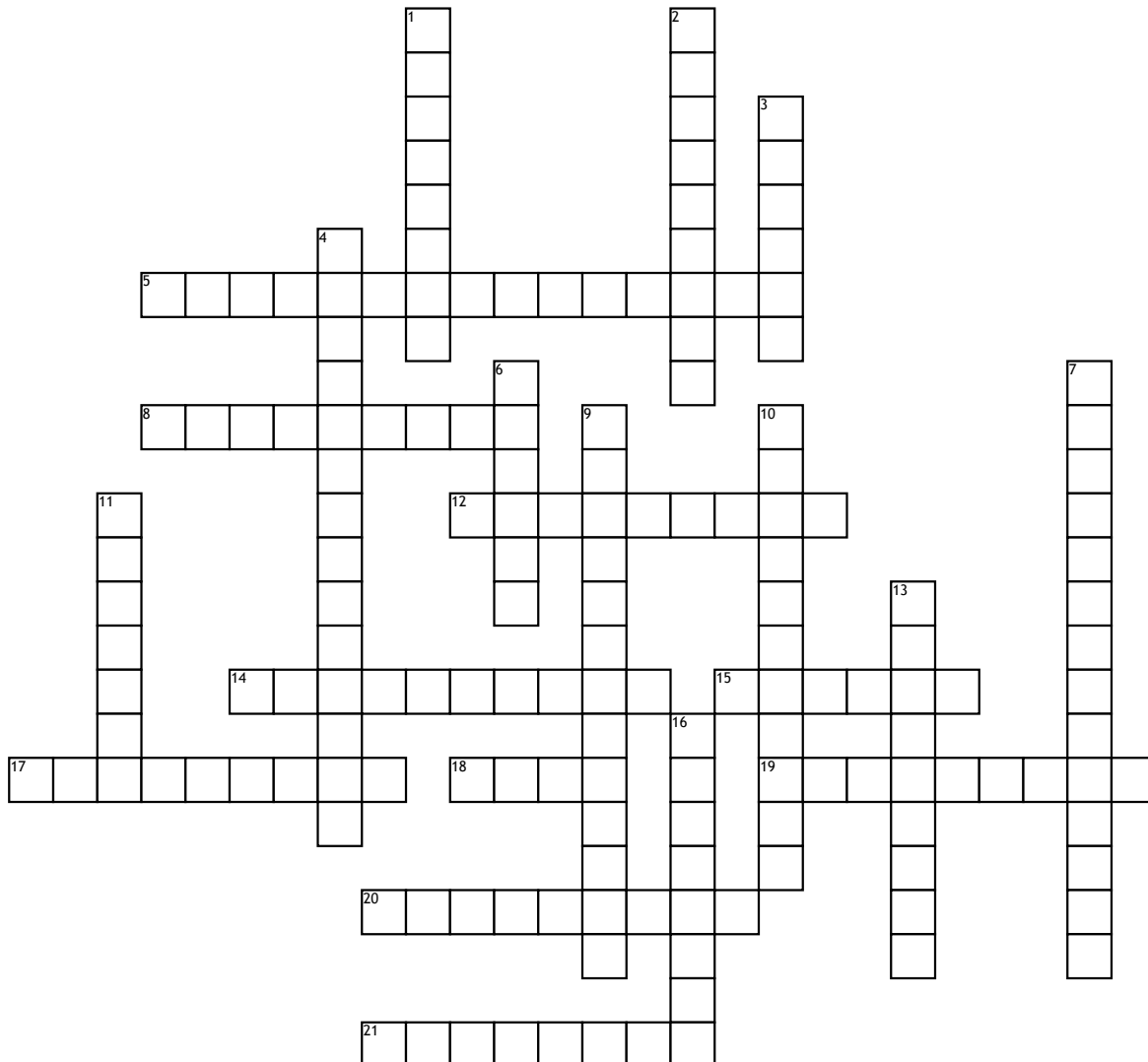


Name: \_\_\_\_\_

Date: \_\_\_\_\_

# Career Readiness Skills



## Across

5. the tool employers use to find out basic information about job applicants

8. a person who will give a favorable report of a job applicant to the employer

12. a person applying for a job

14. a resource that involves communicating information with others

15. fixed amount of money earned, regardless of hours worked

17. amount of money taken from an employee's gross pay for taxes, insurance, Social Security, and other benefits

18. payment for work, usually figured by the hour

19. a formal meeting between an employer and job applicant about a job opening

20. an action or series of actions determined by an employer for a specific process

21. the person who hires someone to do a job

## Down

1. the total amount of an employee's earnings before deductions are taken out

2. to eliminate unwanted applicants

3. a short, written description of an applicant's personal data, education, and experience related to a job

4. treating someone unfairly because of his or her race, religion, or sex

6. the amount of a paycheck after the deductions are taken out

7. extras provided by employers (other than wages)

9. notices that employers put in the classified section of the newspaper describing their job openings

10. being on time for work

11. any information about possible job openings

13. rules of behavior in the workplace

16. a person who works with you