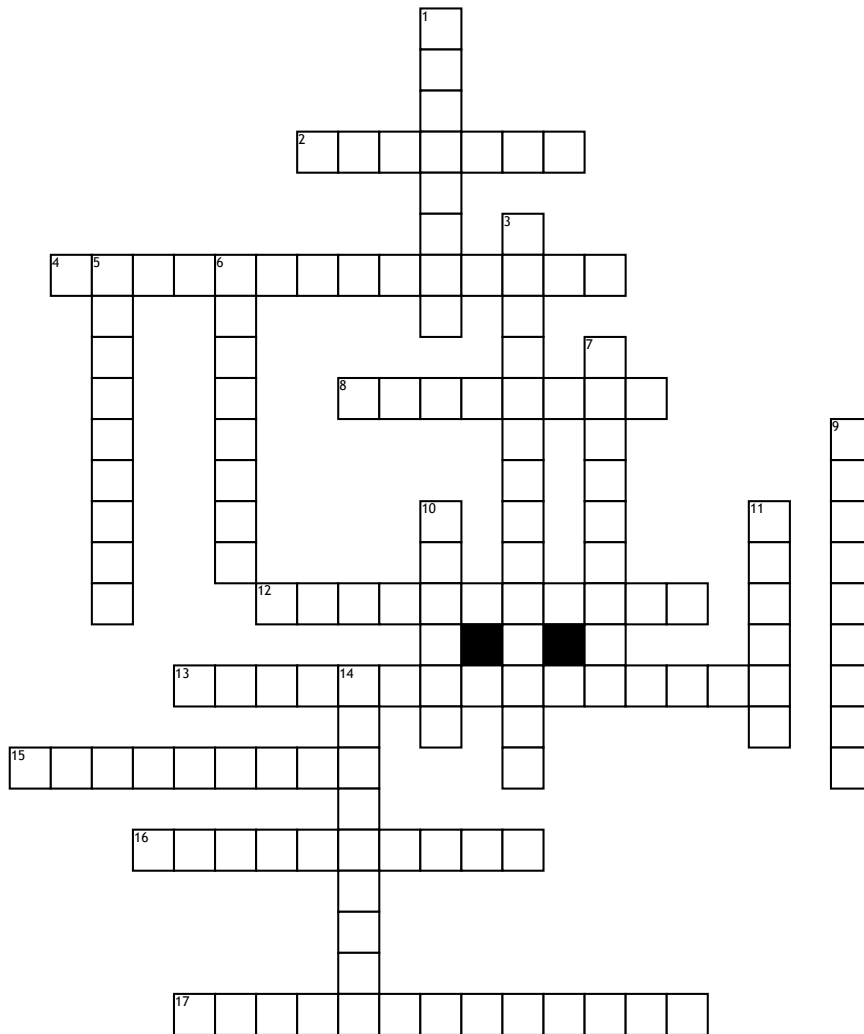


Career Readiness Skills



Across

2. any information about possible job openings
 4. extras provided by employers (other than wages)
 8. a person who works with you
 12. being on time for work
 13. -the tool employers use to find out basic information about job applicants
 15. A person applying for a job
 16. a resource that involves communicating information with others

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

Down

1. the person who hires someone to do a job
 3. treating someone unfairly because of his or her race, religion, or sex
 5. a person who will give a favorable report of a job applicant to the employer
 6. The total amount of an employee's earnings before deductions are taken out

7. amount of money taken from an employee's gross pay for taxes, insurance, Social Security, and other benefits
 9. an action or series of actions determined by an employer for a specific process
 10. the amount of a paycheck after the deductions are taken out
 11. a short, written description of an applicant's personal data, education, and experience related to a job
 14. a formal meeting between an employer and job applicant about a job opening