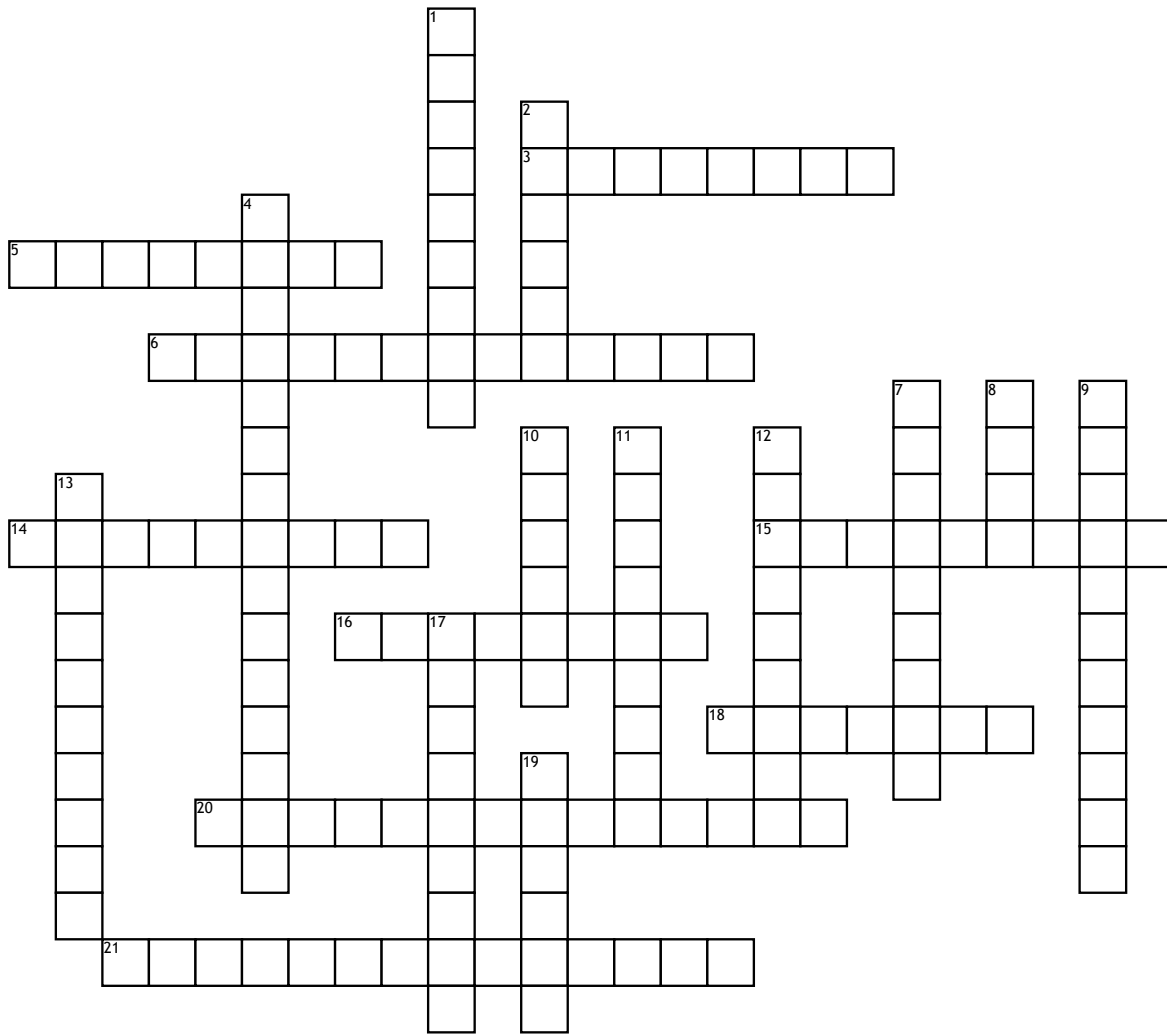


Career Readiness Skills Vocab



Across

- 3. the person who hires someone to do a job
- 5. the total amount of an employee's earnings before deductions are taken out
- 6. notices that employers put in the classified section of the newspaper describing their job openings
- 14. amount of money taken from an employee's gross pay for taxes, insurance, Social Security, and other benefits
- 15. a person who will give a favorable report of a job applicant to the employer
- 16. a person who works with you

18. any information about possible job openings

20. extras provided by employers (other than wages)

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

Down

- 1. a person applying for a job
- 2. a short, written description of an applicant's personal data, education, and experience related to a job
- 4. the tool employers use to find out basic information about job applicants
- 7. a formal meeting between an employer and job applicant about a job opening

8. payment for work, usually figured by the hour

9. being on time for work

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

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

12. to eliminate unwanted applicants

13. a resource that involves communicating information with others

17. rules of behavior in the workplace

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