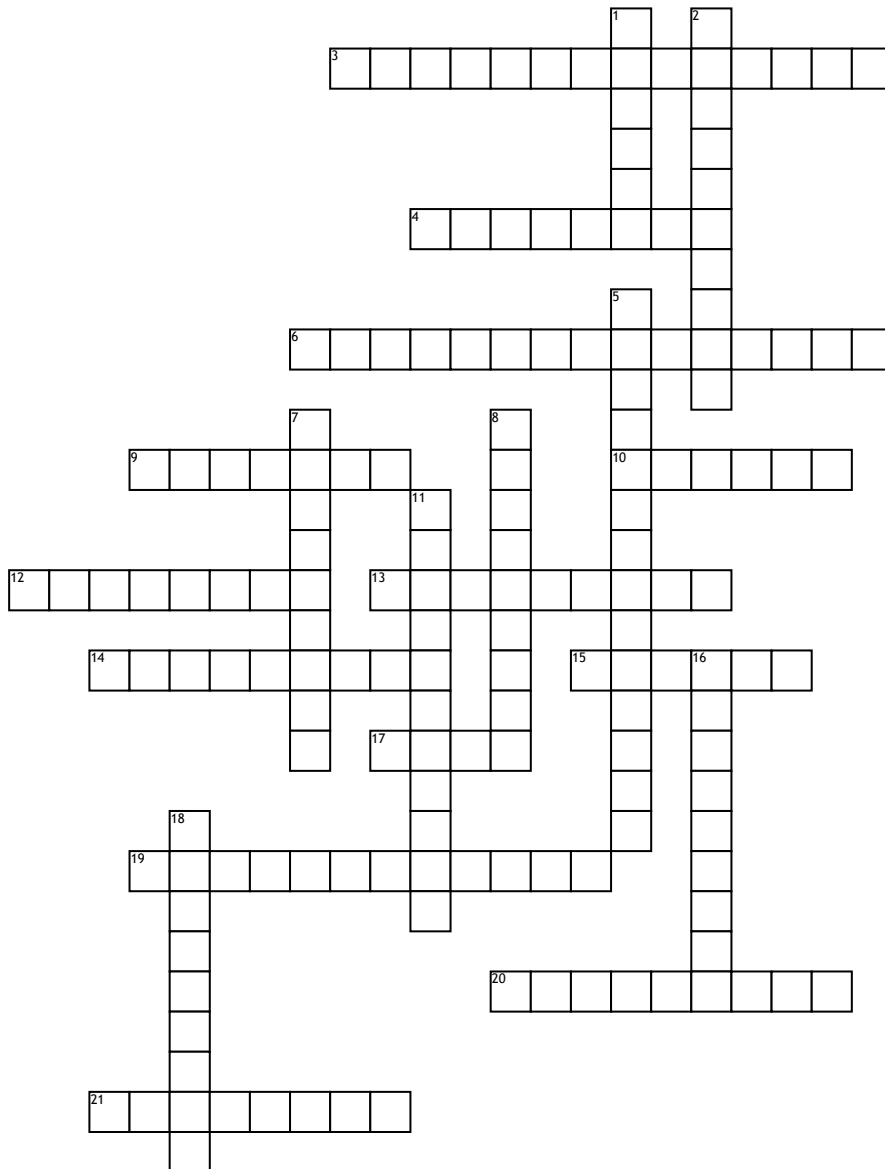


Name: _____

Date: _____

Career Readiness Skills



Across

3. extras provided by employers (other than wages)
4. the person who hires someone to do a job
6. the tool employers use to find out basic information about job applicants
9. any information about possible job openings
10. a short, written description of an applicant's personal data, education, and experience related to a job
12. a person who works with you
13. a formal meeting between an employer and job applicant about a job opening
14. to eliminate unwanted applicants

15. fixed amount of money earned, regardless of hours worked
17. payment for work, usually figured by the hour
19. notices that employers put in the classified section of the newspaper describing their job openings
20. rules of behavior in the workplace
21. the total amount of an employee's earnings before deductions are taken out

Down

1. the amount of a paycheck after the deductions are taken out
2. a resource that involves communicating information with others

5. treating someone unfairly because of his or her race, religion, or sex
7. a person who will give a favorable report of a job applicant to the employer
8. an action or series of actions determined by an employer for a specific process
11. being on time for work
16. A person applying for a job
18. amount of money taken from an employee's gross pay for taxes, insurance, Social Security, and other benefits