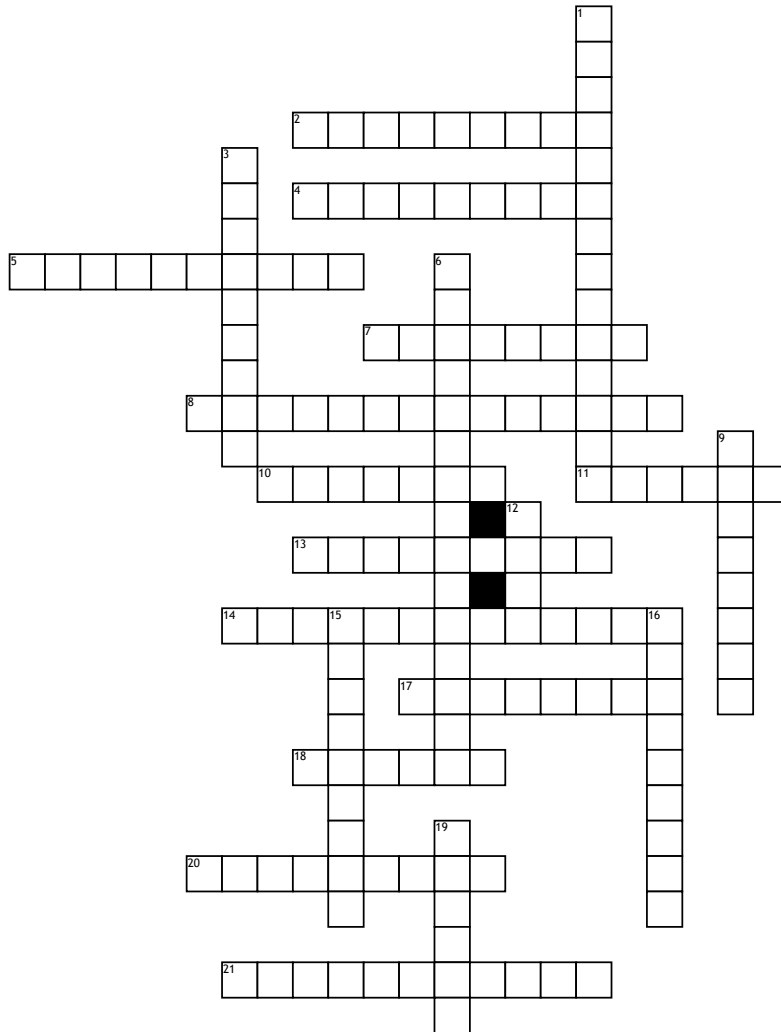


Career Readiness Skills



Across

- 2. amount of money taken from an employee's gross pay for taxes, insurance, Social Security, and other benefits
- 4. a person who will give a favorable report of a job applicant to the employer
- 5. a resource that involves communicating information with others
- 7. the person who hires someone to do a job
- 8. treating someone unfairly because of his or her race, religion, or sex
- 10. any information about possible job openings
- 11. fixed amount of money earned, regardless of hours worked

13. a person applying for a job

- 14. notices that employers put in the classified section of the newspaper describing their job openings
- 17. a person who works with you
- 18. a short, written description of an applicant's personal data, education, and experience related to a job
- 20. a formal meeting between an employer and job applicant about a job opening
- 21. being on time for work

Down

- 1. extras provided by employers (other than wages)
- 3. rules of behavior in the workplace

- 6. the tool employers use to find out basic information about job applicants
- 9. the total amount of an employee's earning before deductions are taken out
- 12. payment for work, usually figured by the hour
- 15. an action or series of actions determined by an employer for a specific process
- 16. to eliminate unwanted applicants
- 19. the amount of a paycheck after the deductions are taken out

Word Bank

- | | | | | |
|-------------|------------------|-----------------|----------------|------------|
| Resume | Help-Wanted Ads | Wage | Discrimination | Networking |
| Co-Worker | Reference | fringe Benefits | Screen Out | Applicant |
| Salary | Application Form | Work Ethic | Job Lead | Net Pay |
| Procedure | Deduction | Interview | Employer | Gross Pay |
| Punctuality | | | | |