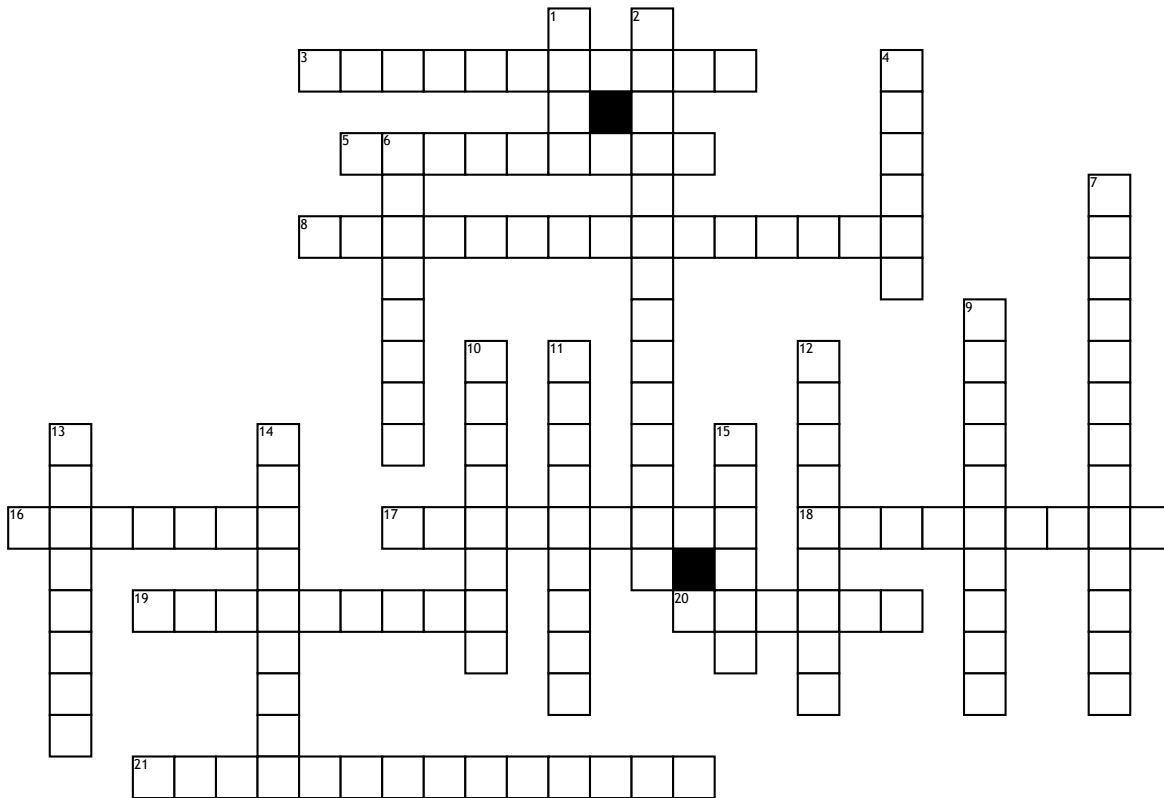


Career Readiness Skills



Across

3. being on time for work
 5. a person who will give a favorable report of a job applicant to the employer
 8. the tool employers use to find out basic information about job applicants
 16. any information about possible job openings
 17. to eliminate unwanted applicants
 18. a formal meeting between an employer and job applicant about a job opening
 19. an action or series of actions determined by an employer for a specific process

20. fixed amount of money earned, regardless of hours worked
 21. extras provided by employers (other than wages)

Down

1. payment for work, usually figured by the hour
 2. treating someone unfairly because of their race, religion, or sex
 4. a short, written description of an applicant's personal data, education, and experience related to a job
 6. the person who hires someone to do a job
 7. notices that employers put in the classified section of the newspaper describing their job openings

9. a resource that involves communicating information with others
 10. a person who works with you
 11. rules of behavior in the workplace
 12. a person applying for a job
 13. the total amount of an employee's earnings before deductions are taken out
 14. any amount of money taken from an employee's gross pay for taxes, insurance, Social Security, and other benefits
 15. the amount of a paycheck after the deductions are taken out