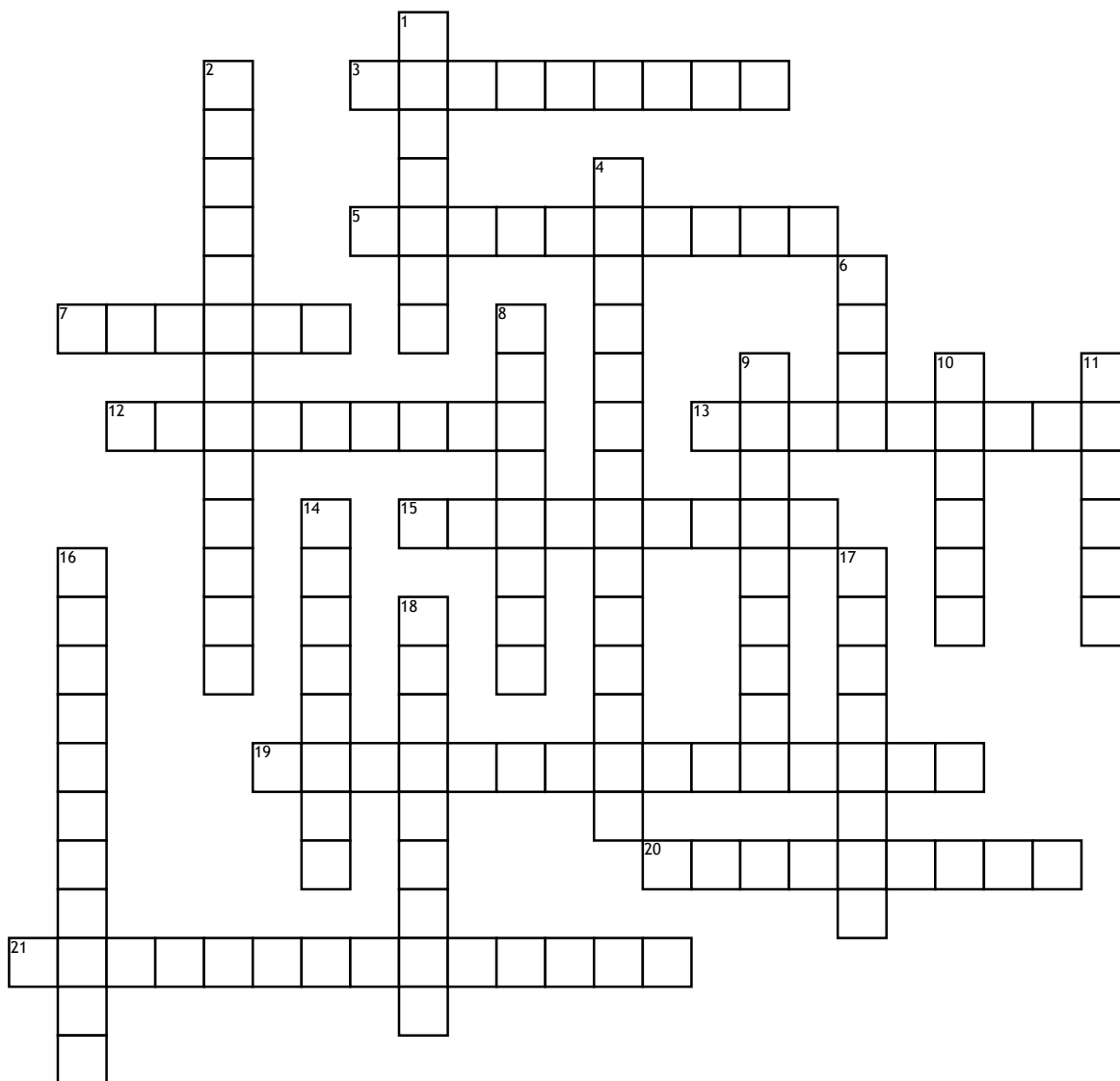


Name: _____

Date: _____

Career Readiness Vocab



Across

3. Rules of behavior in the workspace

5. A resource that involves communicating information with others

7. Fixed amount of money earned, regardless of hours worked

12. A formal meeting between an employer and job applicant about a job opening

13. A person who will give a favorable report of a job applicant to the employer

15. To eliminate unwanted applicants

19. The tool employers use to find out basic information about job applicants

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

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

Down

1. Any information about possible job openings

2. Notices that employers put in the classified section of the newspaper describing their job openings

4. Extras provided by employers (other than wages)

6. Payment for work, usually figured by the hour

8. A person who works with you

9. Amount of money taken from an employee's gross pay for taxes, insurance, Social Security, and other benefits

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 the job

14. The total amount of an employee's earnings before deductions are taken out

16. Being on time for work

17. The person who hires someone to do a job

18. A person applying for a job