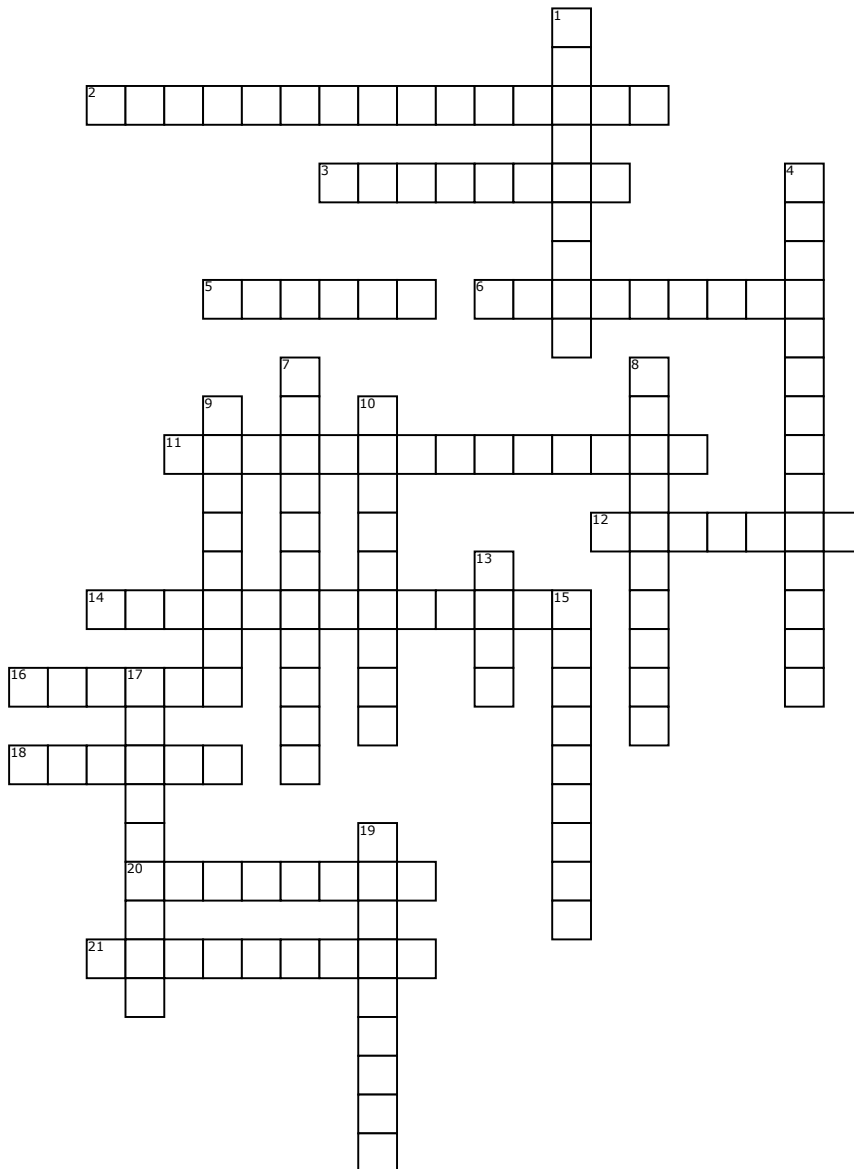


Career Readiness Vocab



Across

- 2.** the tool employers use to find out basic information about job applicants
- 3.** the person who hires someone to do a job
- 5.** a short, written description of an applicant's personal data, education, and experience related to a job
- 6.** rules of behavior in the workplace
- 11.** extras provided by employers (other than wages)
- 12.** any information about possible job openings
- 14.** notices that employers put in the classified section of the newspaper describing their job openings
- 16.** fixed amount of money earned, regardless of hours worked
- 18.** the amount of a paycheck after the deductions are taken out

- 20.** a person who works with you

- 21.** a formal meeting between an employer and job applicant about a job opening

Down

- 1.** an action or series of actions determined by an employer for a specific process
- 4.** treating someone unfairly because of his or her race, religion, or sex
- 7.** being on time for work
- 8.** a resource that involves communicating information with others
- 9.** the total amount of an employee's earnings before deductions are taken out

- 10.** amount of money taken from an employee's gross pay for taxes, insurance, Social Security, and other benefits
- 13.** payment for work, usually figured by the hour
- 15.** to eliminate unwanted applicants
- 17.** a person applying for a job
- 19.** a person who will give a favorable report of a job applicant to the employer