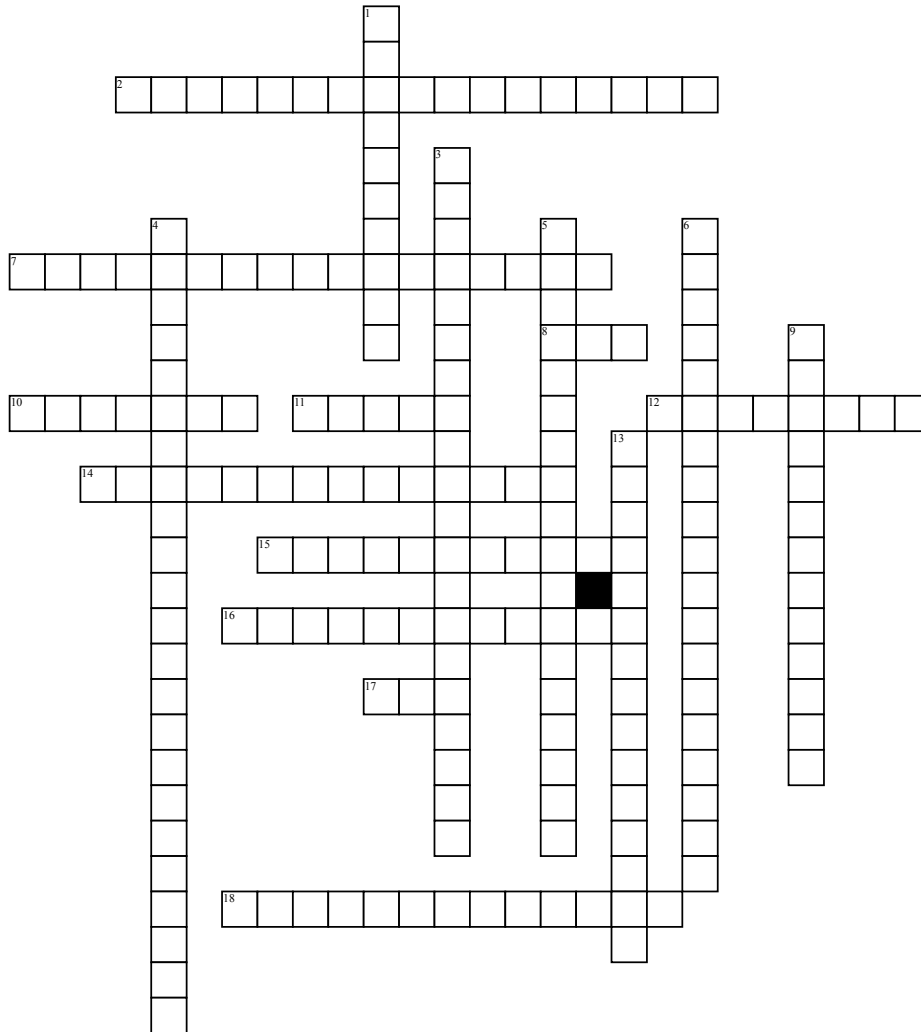


Chapter 20-21



Across

2. A two-way conversation in which the interviewer learns about you and you learn about the position and the company.
 7. A summary of important job-related information about yourself
 8. An agency set up to help small businesses
 10. A situation in which the business is discontinued with a loss to at least one creditor
 11. Formation and operation of organizations
 12. A person or business that is owed money
 14. Money used to start up a new small business
 15. A test that measures how well a job applicant can perform certain job tasks.

16. Someone who takes a risk in starting a business to earn a profit
 17. Programs offered in cooperation with colleges and universities to provide management counseling
 18. A business that employs fewer than 500 people.

Down

1. Situation in which a business does not have enough money to pay its creditors even after selling its equipment and other capital resources.
 3. Someone who has special training in talking with job applicants and hiring new employees.

4. Document used by an employer that asks for information related to employment
 5. People who can give a report about your character, your education, and your work habits.
 6. Sales letter about an applicant written for the purpose of getting a personal interview.
 9. An interview in which your employer asks questions about how you liked your work and what improvements might be made
 13. A business that has been in operation for less than three years and has no employees other than the owner.

Word Bank

SBA	Creditor	SBI	Personnel interviewer
position application form	Entrepreneur	Personal references	SCORE
Small Business	Venture capital	letter of application	Closing
Ability Test	personal data sheet	Position interview	Bankruptcy
Venture Business	Exit interview		