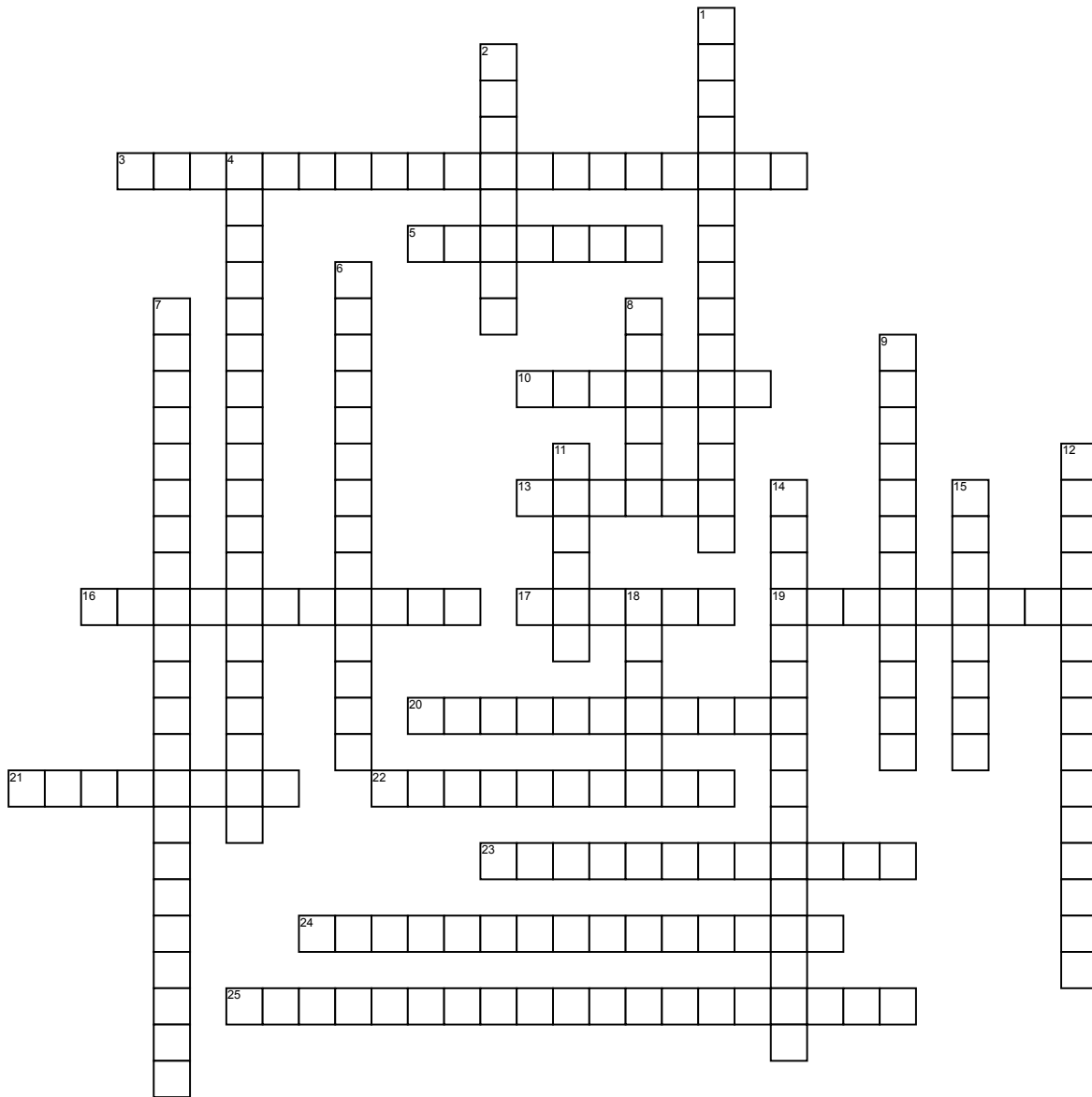


Name: _____

Chapter 20-21 Review



Across

3. A two-way conversation in which the interviewer learns about you and you learn about the job and the company

5. The quality of being able to perform mental or physical tasks

10. a situation in which the business is discontinued with a loss to at least one creditor

13. A goal in life that is fulfilled through a job or a series of occupations

16. a test the measures how well a job applicant can perform certain tasks.

17. An experienced employee who serves as counselor to a person with less experience.

19. a person an employer can contact to find out about your experience, education, and character.

20. A sales letter about an applicant written for the purpose of getting an interview

21. a person or business that is owed money

22. a situation in which a business does not have enough money to pay its creditors even after selling its equipment and other capital resources

23. nonverbal communication

24. a business that has been in operation for less than three years and has no employees other than the owner

25. education, skills, and work experience to do a particular job.

Down

1. A document used by employers that asks for information related to employment

2. The Willingness and ability of a person to move to where jobs are located.

4. what is a sales letter about an applicant written for the purpose of getting a personal interview?

6. education, skills, and work experience to do a particular job.

7. A planned discussion with a worker to find out about the work that person does, the preparation necessary for the career, and the person's feelings about the career.

8. A summary of job-related information about yourself

9. someone who takes a risk in starting a business to earn a profit

11. The things that are important to you in life

12. Tangible evidence of your ability and skills provided when applying for a job

14. the process of starting, organizing, managing, and assuming the responsibility for a business

15. a personal recommendation to an employer or other job lead.

18. A natural, inborn aptitude to do certain things.