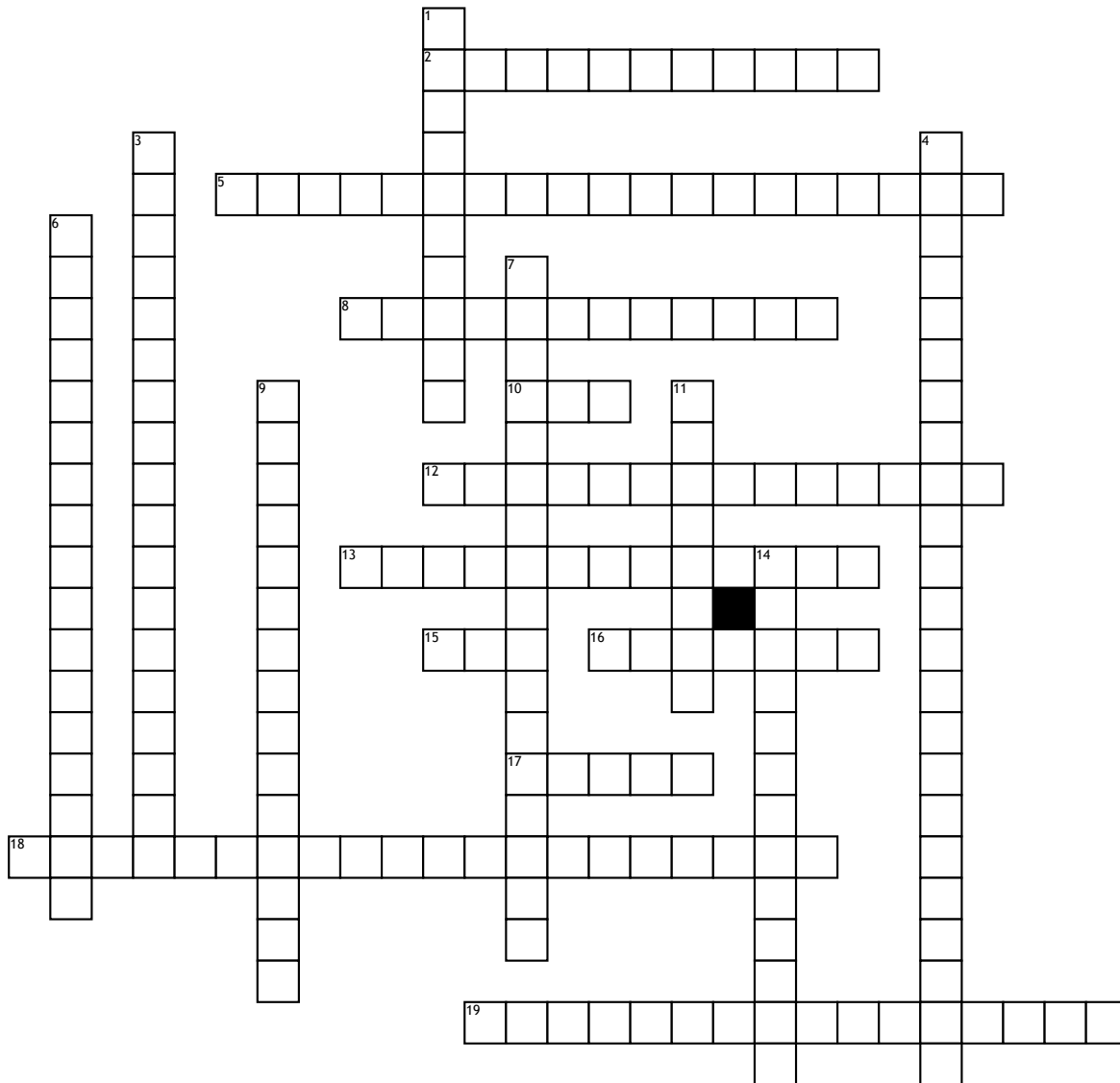


Chapter 20+21 Review



Across

2. A test that measures how well a job applicant can perform certain job tasks.
 5. Sales letter about an applicant written for the purpose of getting a personal interview
 8. Someone who takes a risk in starting a business to earn a profit
 10. Programs offered in cooperation with colleges and universities to provide management counseling
 12. Money used to start up a new small business or help a business expand during a growth period
 13. A business that usually has the owner as manager, is not dominant in its field of operation, employs fewer than 500 people, and usually serves its nearby community

15. A government-funded organization that helps small-business owners borrow money as well as manage their businesses more efficiently
 16. a situation in which a business is discontinued with a loss occurring to at least one creditor
 17. A group of retired executives who can provide assistance to small-business owners
 18. Someone who has special training for talking with job applicants and hiring new employees
 19. The process of starting, organizing, managing, and assuming responsibility for a business

Down

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

3. People who can give a report about your character, education, and work habits
 4. A document used by employers that asks for information related by employment
 6. A two way conversation in which the interviewer learns about you and you learn about the job and the company
 7. A summary of job-related information about yourself
 9. A business that has been in operation for less than three years and has no employees other than the owner
 11. A person or business that is owed money
 14. An interview where an employer asks questions about how an employee likes their job and inquires about job improvements