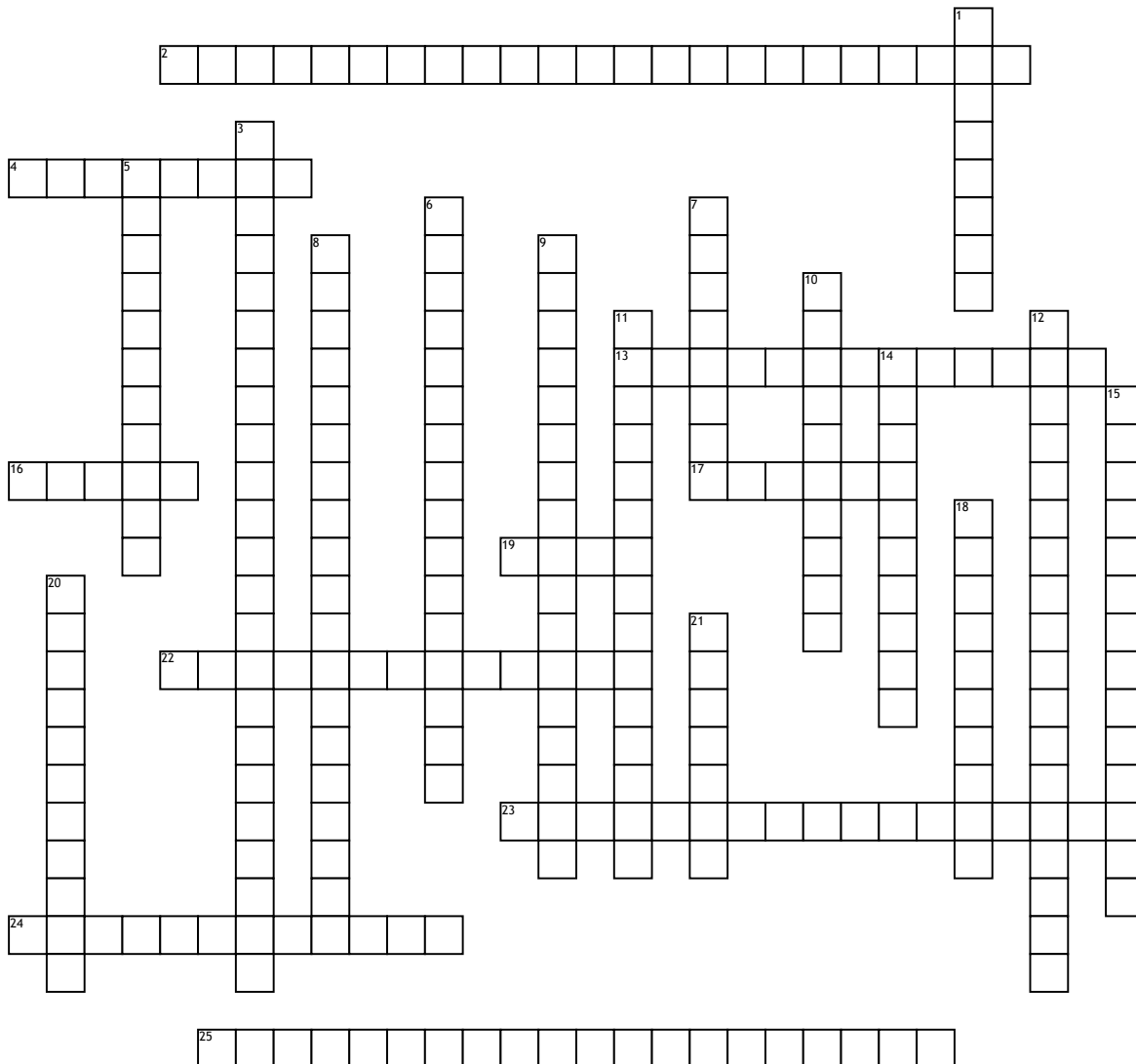


Chapter 20 and 21 Crossword



Across

2. Programs offered in cooperation with colleges and universities to provide management counseling
4. A failure for small businesses is having a poor ____ for the business
13. An interview in which your employer asks questions about how you liked your work and what improvements might be made
16. Following the _____ leads to success on a job
17. Another name for a personal data sheet
19. Being on _____ for an interview will help to make it a successful one
22. A business that is usually local and usually has the owner as the manager
23. A summary of important job-related information about yourself
24. Someone who takes a risk in starting a business to earn profit

25. Someone who has special training in talking with job applicants and hiring new employees

Down

1. In which industry is the greatest percentage of small businesses found?
3. A document used by an employer that asks for information related to employment
5. A test that measures how well a job applicant can perform certain job tasks
6. Process of starting, organizing, managing, and assuming the responsibility for a business
7. A person or business that is owed money
8. Sales letter about an applicant written for the purpose of getting a personal interview
9. A two-way conversation in which the interviewer learns about you and you learn about the position and the company
10. A situation in which a business does not have enough money to pay its creditors even after selling its equipment and other capital resources

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

12. People who can give a report about your character, your education, and your work habits

14. A failure for small businesses is lack of ____ with the type of business

15. Money used to start up a new small business or help a business expand during a growth period

18. Many _____ are asked during an interview and they generally fall into three categories

20. For a successful first job, avoid _____ about a heavy workload

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