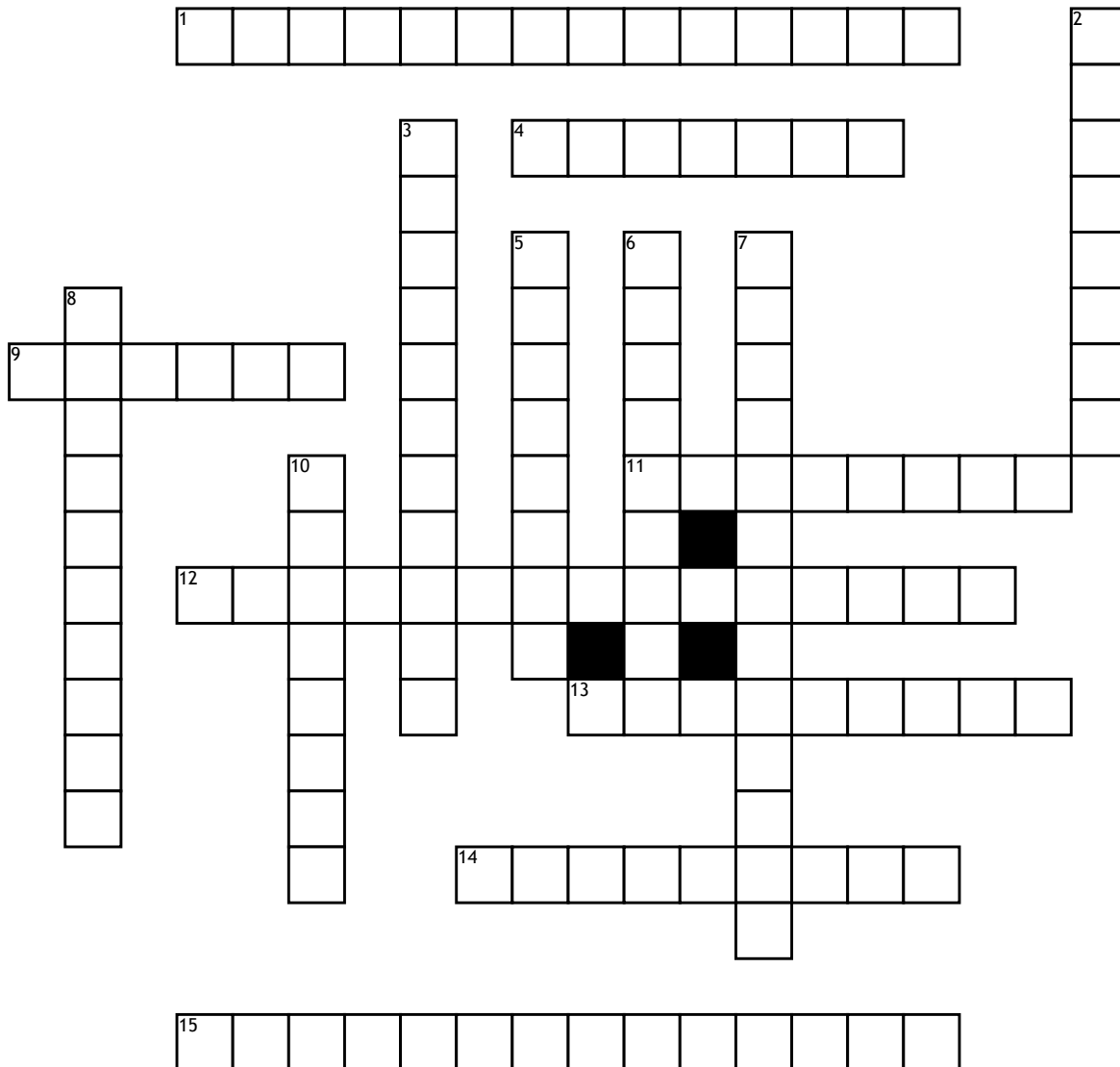


Name: _____

Date: _____

Employment Skills Vocabulary



Across

1. treating someone unfairly because of his or her race, religion, or sex
 4. any information about possible job openings
 9. the amount of a paycheck after the deductions are taken out
 11. a person who works with you
 12. the tool employers use to find out basic information about job applicants

13. a formal meeting between an employer and job applicant about a job opening
 14. an action or series of actions determined by an employer for a specific process
 15. extras provided by employers (other than wages)

Down

2. a person applying for a job
 3. being on time for work
 5. the total amount of an employee's earnings before deductions are taken out

6. amount of money taken from an employee's gross pay for taxes, insurance, Social Security, and other benefits
 7. notices that employers put in the classified section of the newspaper describing their job openings
 8. a resource that involves communicating information with others
 10. the person who hires someone to do a job