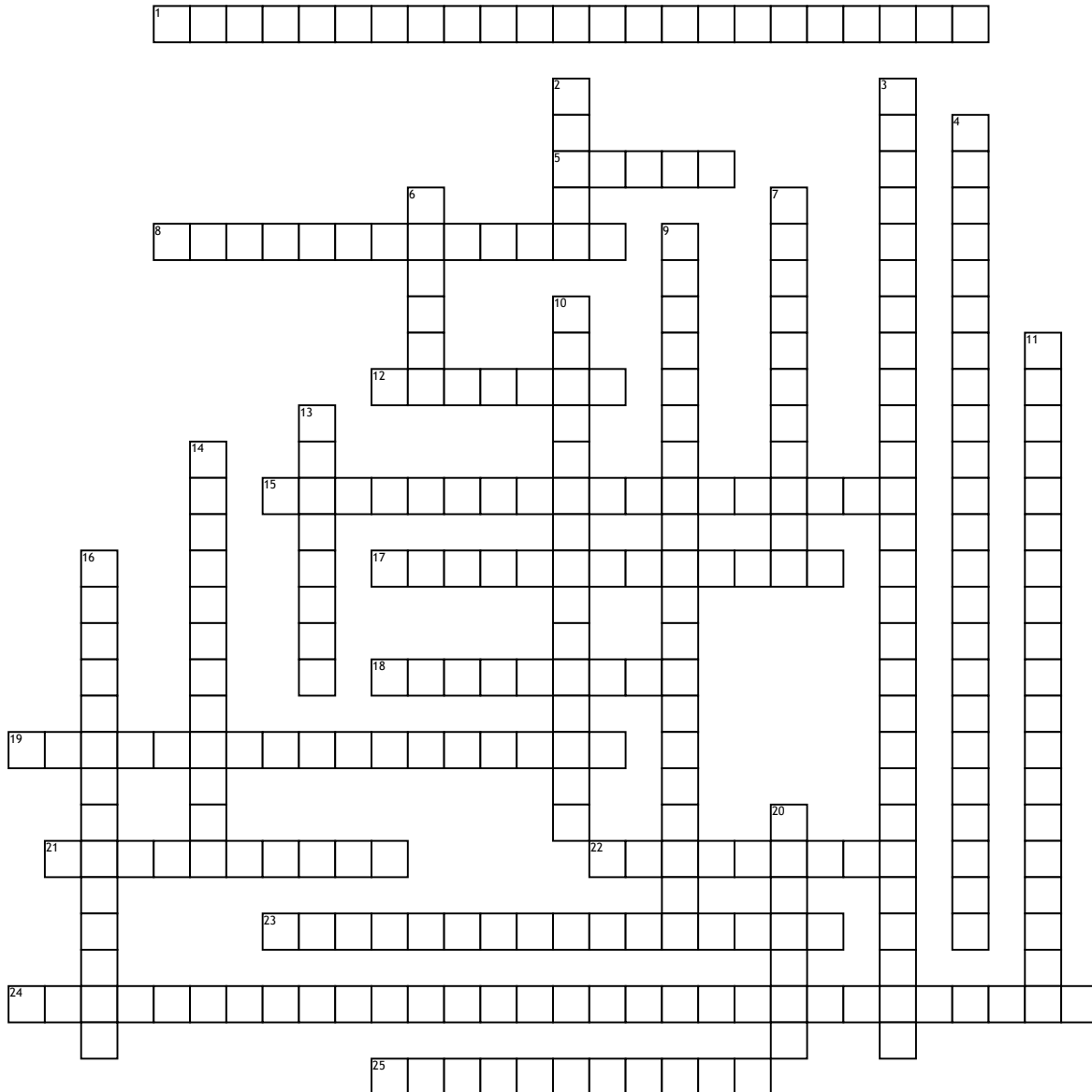


Unchapter 20/21 Review



Across

1. a document that asks for information related to employment
5. a small business usually has who as the manager?
8. an interview held between an employer and an employee that is about to leave the company
12. A situation in which a business is discontinued with a loss to at least one creditor
15. people who can tell an employer about an applicant
17. a business that usually has the owner as manager and is dominant in most field with less than 500 people employed
18. a person that can be used as a personal reference
19. a summary of job related information about yourself

21. A situation where a business does not have enough money to pay its creditors even after selling all equipment
22. a source of information for job leads
23. the process of starting, organizing, and assuming responsibility for a business
24. what are SBIC
25. a test that measures how well a job applicant can perform certain tasks

Down

2. a group of retired executives who can provide assistance to small business owners
3. government funded organization that helps small business owners borrow money and manage their business more efficiently
4. programs offered in cooperation with colleges and universities to provide management counseling
6. in which industries are the greatest percentage of small businesses found

7. what should you never do when completing position application
9. someone who has special training for talking to applicants and hiring new employees
10. A Business that has been in operation for 3 years or less and its only employee is the owner
11. a sales letter about an applicant written for the purpose of getting an interview
13. a person that is owed money from a business
14. Someone who takes the risk of starting a business
16. Money used to start up a new business
20. what should you be after he interview