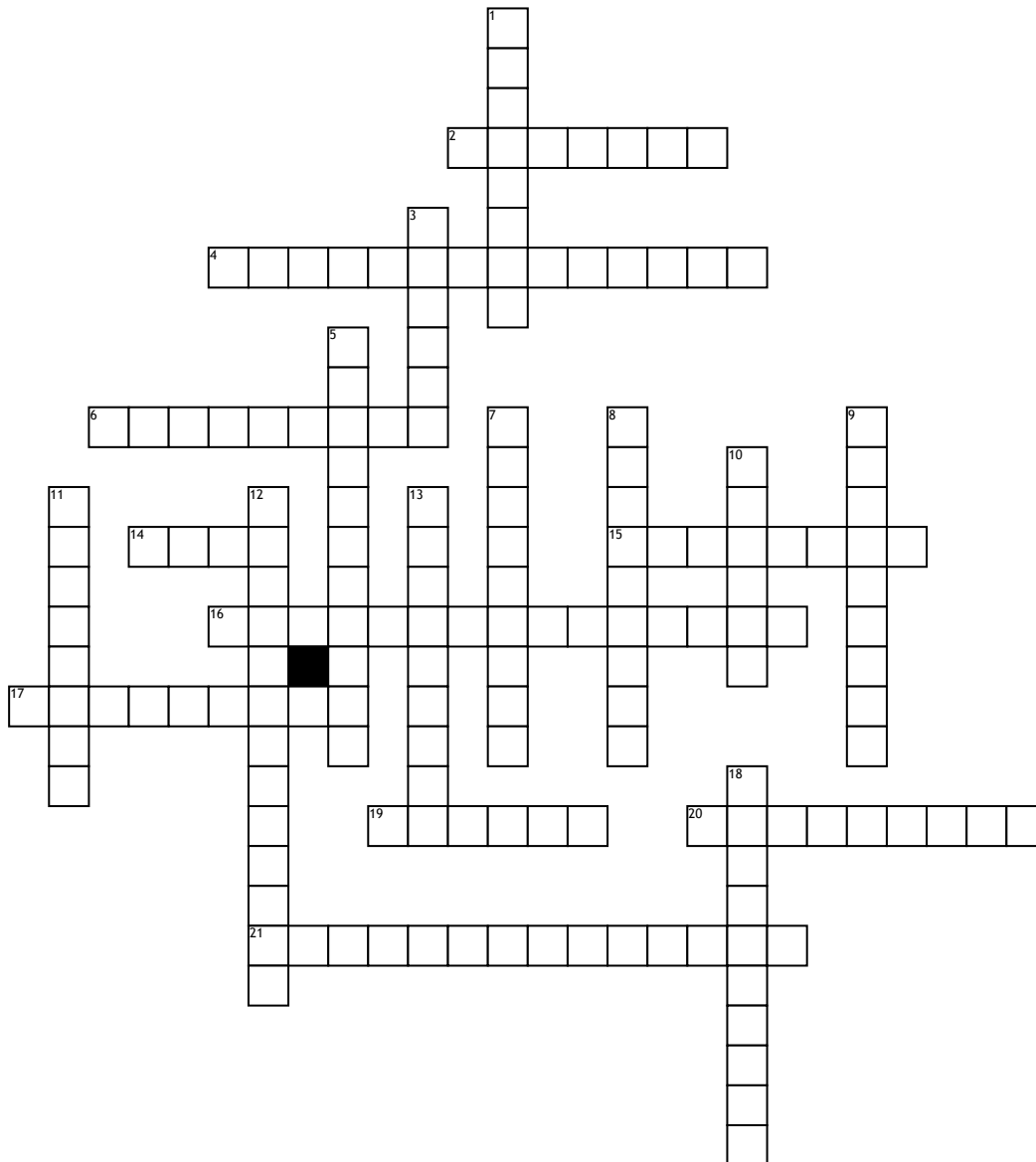


Unit 6: Crossword



Across

2. Any information about possible job openings
 4. Extras provided who hires someone to do a job
 6. A person who will give a favorable report of a job applicant to the employer
 14. Payment for work, usually figured by the hour
 15. The person who hires someone to do a job
 16. The tool employers use to find out basic information about applicants
 17. A person applying for a job
 19. The amount of a paycheck after the deductions are taken out

20. Amount of money taken from an employee's gross pay for taxes, insurance, Social Security, and other benefits
 21. Treating someone unfairly because of his or her race, religion, or sex

Down

1. A person who works with you
 3. A short, written description of an applicant's personal data, education, and experience related to a job
 5. Being on time for work
 7. Rules of behavior in the workplace
 8. To eliminate unwanted applicants

9. A formal meeting between an employer and job applicant about a job opening
 10. Fixed amount of money earned, regardless of hours worked
 11. The total amount of an employee's earnings before deductions are taken out
 12. Notices that employers put in the classified section of the newspaper describing their job openings
 13. An action or series of actions determined by an employer for a specific process
 18. A resource that involves communicating information with others