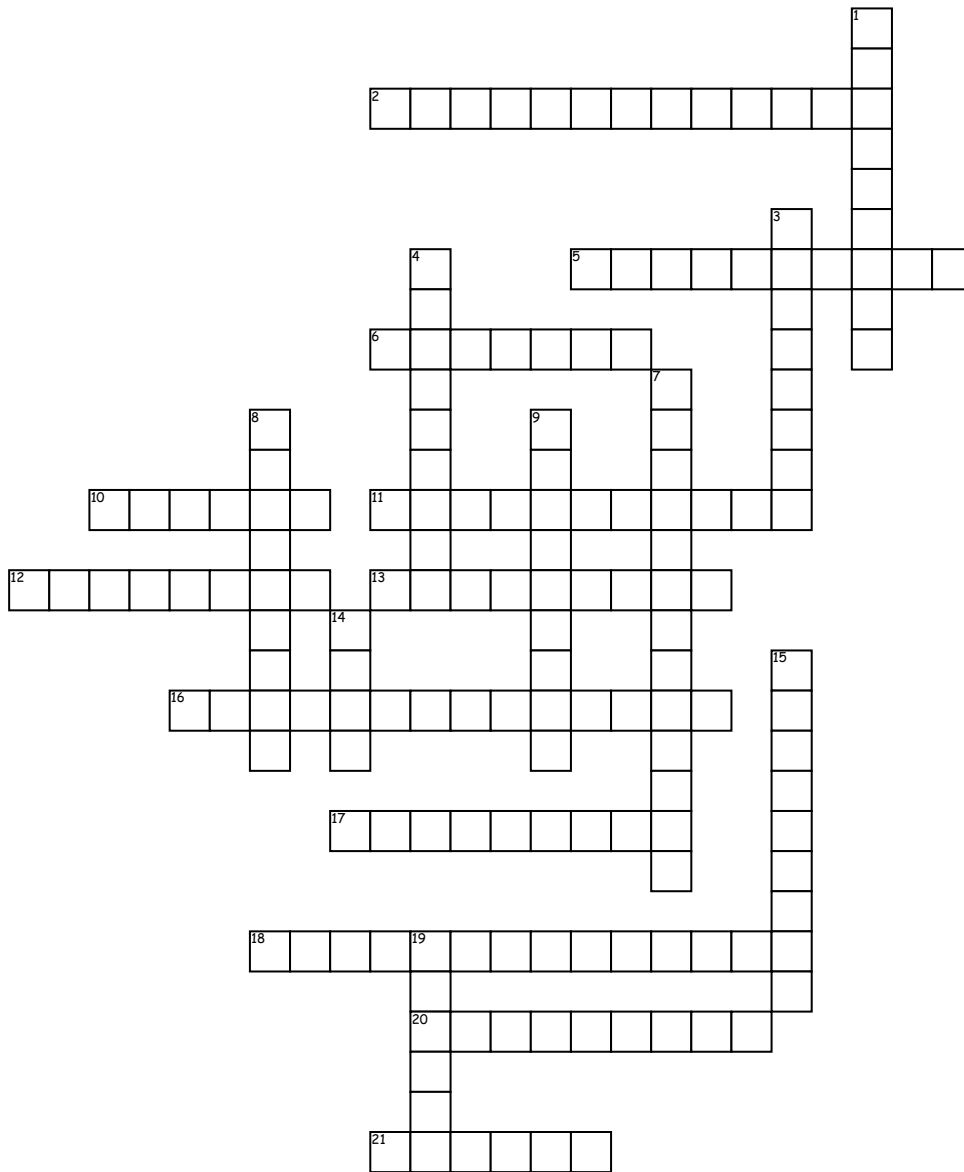


Unit 6: Employment Skills



Across

- 2. Notices that employers put in the classified section of the newspaper describing their job openings.
- 5. A resource that involves communicating information with others.
- 6. Any information about possible job openings.
- 10. Fixed amount of money earned, regardless of hours worked.
- 11. Being on time for work.
- 12. The person who hires someone to do a job.
- 13. A person who will give a favorable report of a job applicant to the employer.

- 16. Extras provided by employers (other than wages).
- 17. A person who works with you.
- 18. Treating someone unfairly because of his or her race, religion, or sex.
- 20. To eliminate unwanted applicants.
- 21. The amount of a paycheck after the deductions are taken out.

Down

- 1. Amount of money taken from an employee's gross pay insurance, Social Security, and other benefits.
- 3. The total amount of an employee's earnings before deductions are taken out.
- 4. An action or series of actions determined by an employer for a special process.

- 7. The tool employers use to find out basic information about job applicants.
- 8. Rules of behavior in the workplace.
- 9. A formal meeting between an employer and job applicant about a job opening.
- 14. Payment for work, usually figured by the hour.
- 15. A person applying for a job.
- 19. A short written description of an applicant's personal data, education, and experience related to a job.