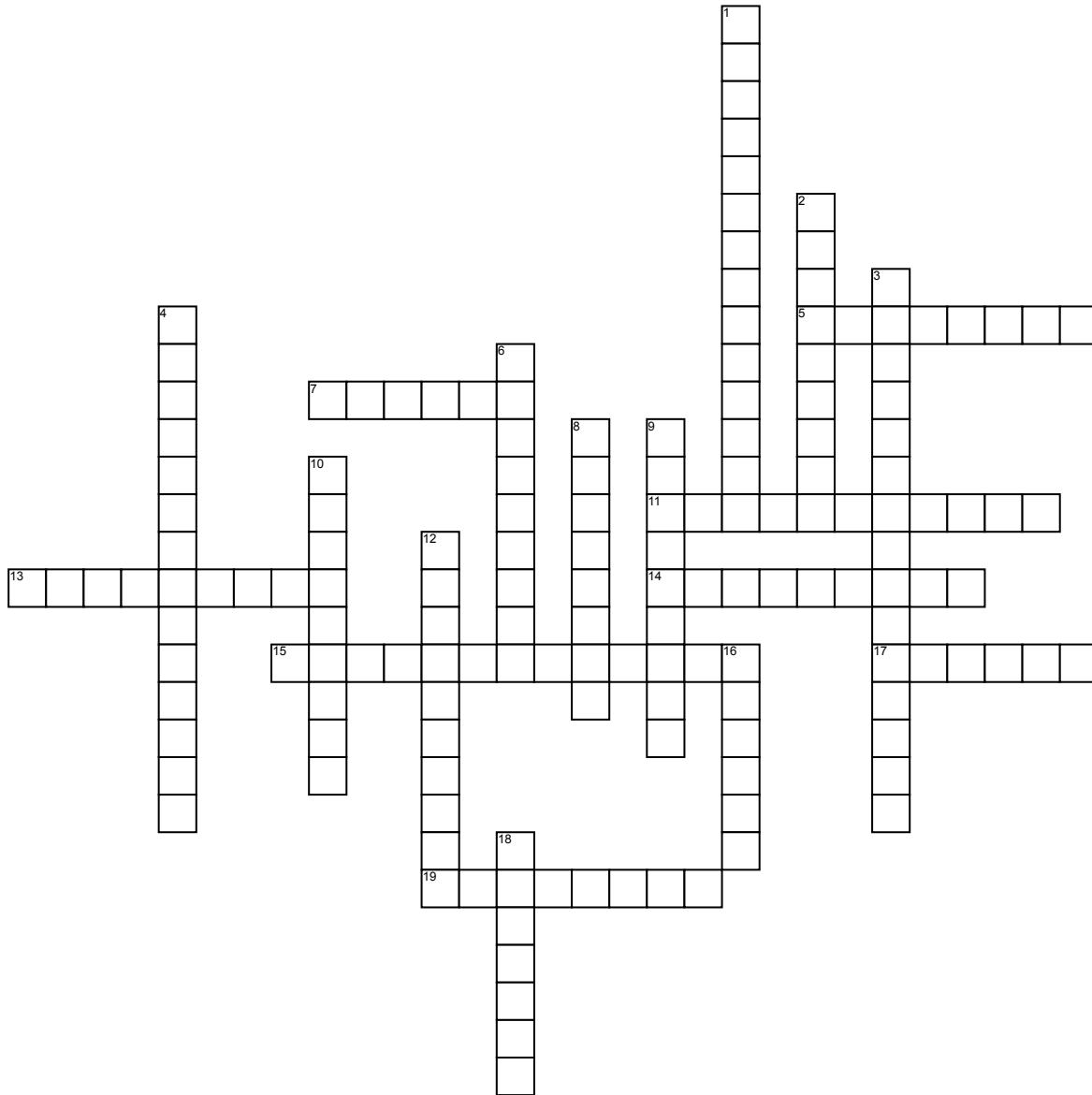


Unit 6: Employment Skills



Across

- 5.** The person who hires someone to do a job
7. a short, written description of an applicant's personal data, education, and experience related to a job
11. Being on time for work
13. An action or series of actions determined by an employer for a specific process
14. A formal meeting between an employer and job applicant about a job opening
15. Notices that employers put out in the classified section of the newspaper describing their job openings

17. The amount of paycheck after the deductions are taken out

19. The total amount of an employee's earnings before deductions are taken out

Down

- 1.** Treating someone unfairly because of his or her race, religion, or sex
2. to eliminate unwanted applicants
3. The tool employers use to find out basic information about job applicants
4. Extras provided by employers (other than wages)

6. Amount of money taken from an employee's gross pay for taxes, insurance, Social security, and other benefits

8. A person who works with you

9. A person applying for a job

10. A person who will give a favorable report of a job applicant to the employer

12. A resource that involves communicating information with others

16. Fixed amount of money earned, regardless of hours worked

18. Any information about possible job openings