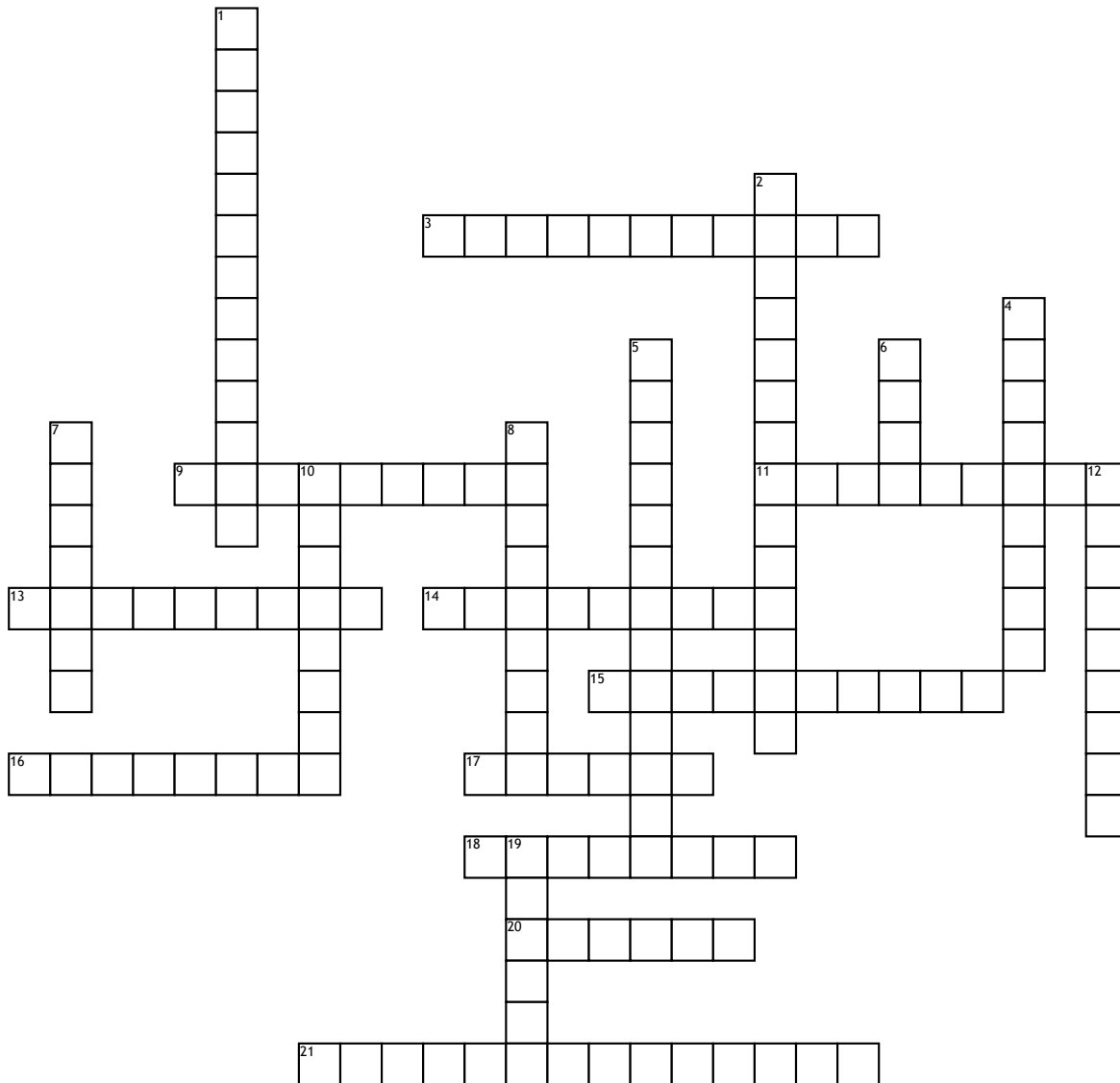


Name: \_\_\_\_\_

Date: \_\_\_\_\_

# Unit 6: Employment Skills



## Across

3. being on time for work

9. an action or series of actions determined by an employer for a specific process

11. a formal meeting between an employer and job applicant about a job opening

13. amount of money taken from an employee's gross pay for taxes, insurance, social security, and other benefits

14. to eliminate unwanted applications

15. a resource that involves communication information with others

16. the person who hires someone to do a job

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

18. the total amount of an employee's earnings before deductions are taken out

20. fixed amount of money earned, regardless of hours worked

21. extras provided by employers (other than wages)

## Down

1. the tool employers use to find out basic information about job applicants

2. treating someone unfairly because of his or her race, religion, or sex

4. a person applying for a job

5. notices that employers put in the classified section of the newspaper describing their job openings

6. payment for work, usually figured by the hour

7. any information about possible job openings

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

10. a person who works with you

12. rules of behavior in the workplace

19. a short, written description of an applicant's personal data, education, and experience related to a job