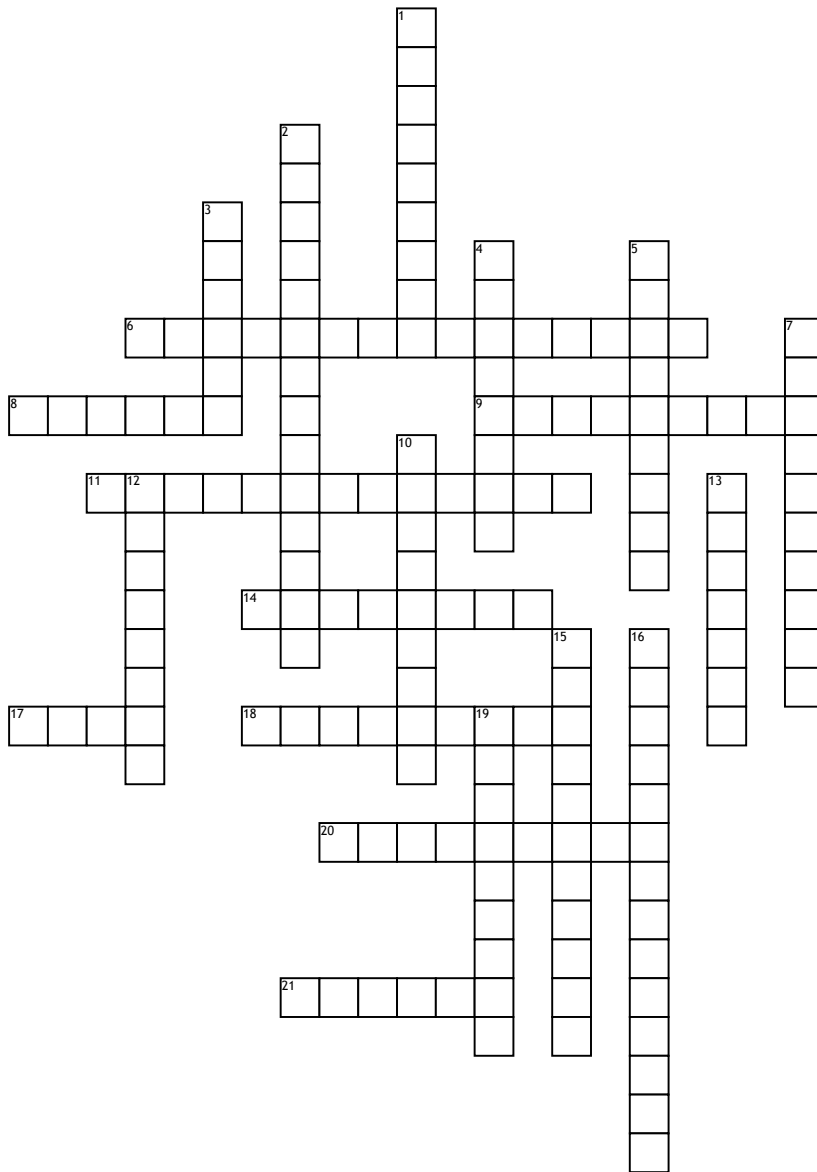


Name: _____

Date: _____

Unit 6: Employment Skills



Across

6. The tool employers use to find out basic information about job applicants
 8. Fixed amount of money earned, regardless of hours worked
 9. To eliminate unwanted applicants
 11. Notices that employers put in the classified section of the newspaper describing their job openings
 14. A person who works with you
 17. Payment for work, usually figured by the hour
 18. Amount of money taken from an employee's gross pay for taxes, insurance, Social Security, and other benefits

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

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

Down

1. A person applying for a job
 2. Treating someone unfairly because of his or her race, religion, or sex
 3. The amount of a paycheck after the deductions are taken out
 4. The total amount of an employee's earnings before deductions are taken out
 5. Rules of behavior in the workplace

7. A resource that involves communicating information with others

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

12. The person who hires someone to do a job

13. Any information about possible job openings

15. Being on time for work

16. Extras provided by employers (other than wages)

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