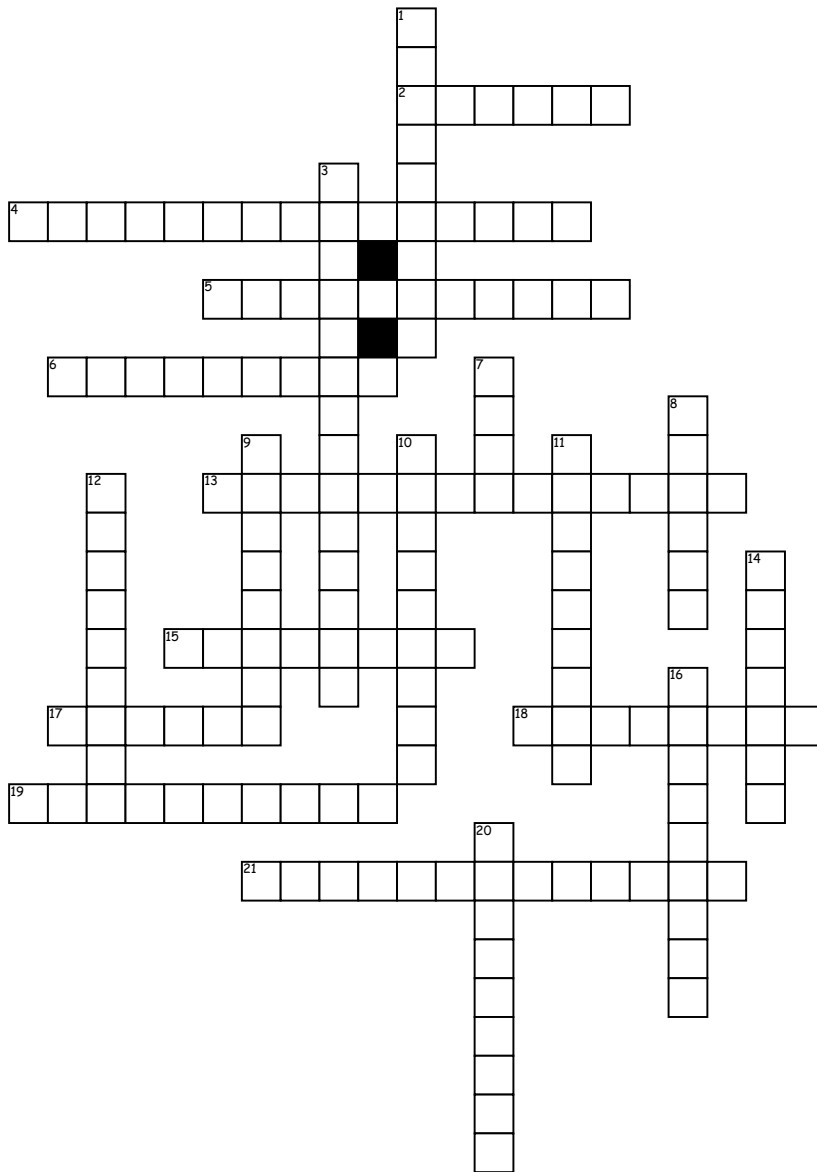


Name: \_\_\_\_\_

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

# Unit 6: Employment Skills



## Across

2. a short, written description of an applicant's personal data, education, and experience related to a job
4. the tool employers use to find out basic information about job applicants
5. being on time for work
6. rules of behavior in the workplace
13. extras provided by employers (other than wages)
15. the person who hires someone to do job
17. fixed amount of money earned, regardless of hours worked
18. a person who works with you

19. a resource that involves communicating information with others
21. notices that employers put in the classified section of the newspaper describing their job openings

## Down

1. to eliminate unwanted applicants
3. treating someone unfairly because of her or his race, religion, or sex
7. payment for work, usually figured by the hour
8. the amount of a paycheck after the deductions are taken out
9. the total amount of an employee's earnings before deductions are taken out

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

11. amount of money taken from an employee's gross pay for taxes, insurance, Social Security, and other benefits

12. a person applying for a job

14. any information about possible job openings

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

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