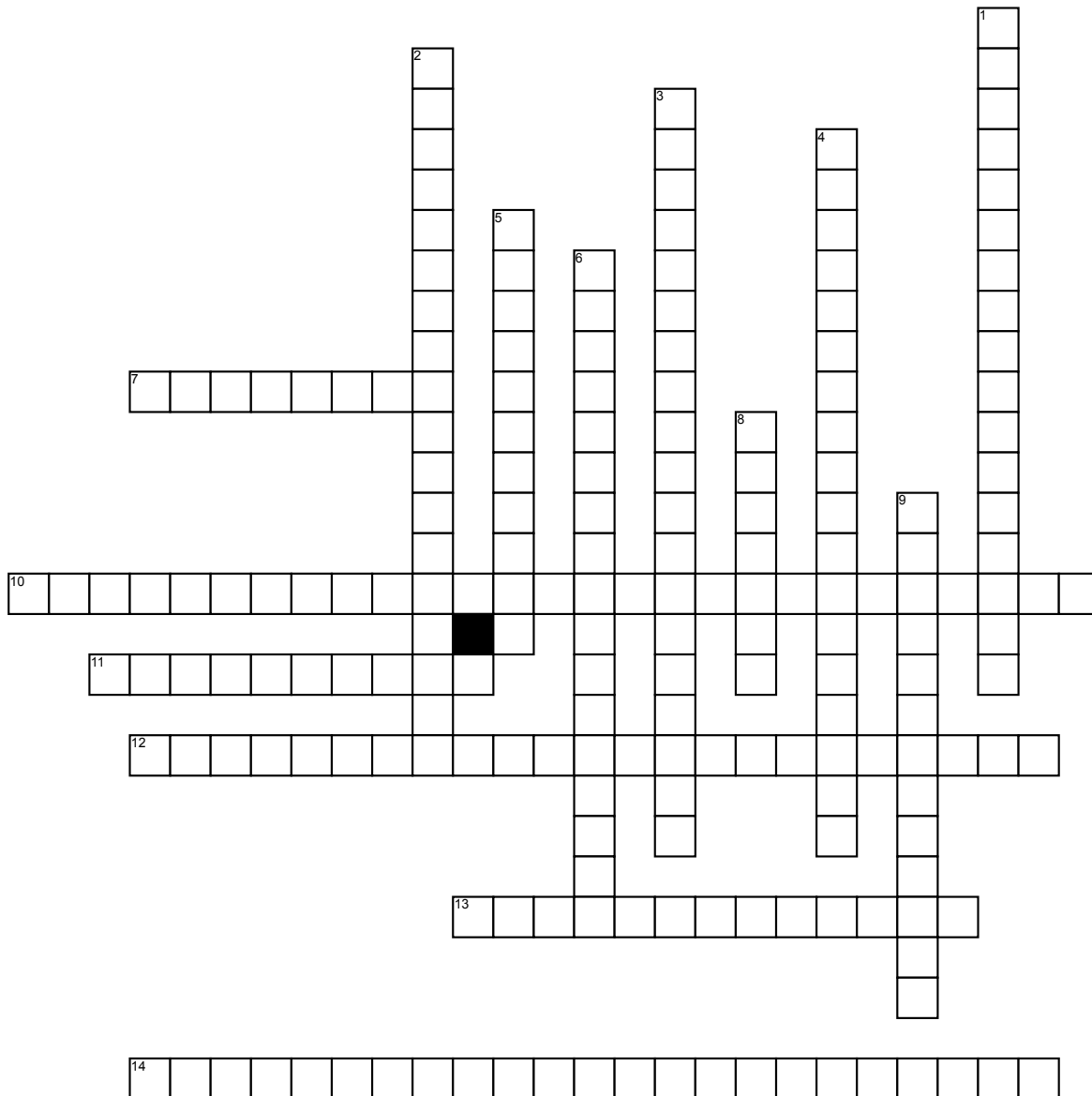


chapter 20-21



Across

7. is a person or business that is owed money.

10. the SBA is a government-funded organization that helps small-business owners borrow money as well as manage their businesses more efficiently

11. is a situation in which a business does not have enough money to pay its creditors even after selling its equipment and other special resources

12. are programs offered in cooperation with colleges and universities to provide management counseling

13. an interview in which your employer asks questions about how you liked your work and what improvements might be made, be constructive and cooperative

14. is a document used by an employer that asks for information related to employment.

Down

1. is a two-way conversation in which the interviewer learns about you and you learn about the position and the company

2. are people who can give a report about your character, your education, and your work habits.

3. is a sales letter about an applicant written for the purpose of getting a personal interview

4. is someone who has special training in talking with job applicants and hiring new employees

5. is one that measures how well a job applicant can perform certain job tasks

6. also called a resume, is a summary of important job-related information about yourself

8. is a situation in which the business is discontinued with a loss to at least one creditor

9. we are referring to a business