

Name: _____

Date: _____

Career Match

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| 1. a brief account of a person's education, qualifications, and previous experience, typically sent with a job application. | A. Human Resources (H.R.) |
| 2. personal attributes that enable someone to interact effectively and harmoniously with other people | B. Dependable Employee |
| 3. specific, teachable abilities that can be defined and measured, such as typing, writing, math, reading and the ability to use software programs. | C. Hard Skills |
| 4. a conversation between a job applicant and a representative of an employer which is conducted to assess whether the applicant should be hired | D. Associate's Degree |
| 5. an undergraduate academic degree awarded by colleges and universities upon completion of a course of study lasting three to seven years | E. Resume |
| 6. a degree granted after a two-year course of study, especially by a community or junior college | F. Fringe Benefits |
| 7. the department of a business or organization that deals with the hiring, administration, and training of personnel. | G. Soft Skills |
| 8. shows up for work on time everyday but also produces consistent work and can apply company policies and business strategies evenly to each task and assignment | H. Performance Review |
| 9. an extra benefit supplementing an employee's salary, for example, a company car, subsidized meals, health insurance, etc. | I. Job Interview |
| 10. An annual performance review involves a formal discussion about an employee's development and performance. | J. Bachelor's Degree |