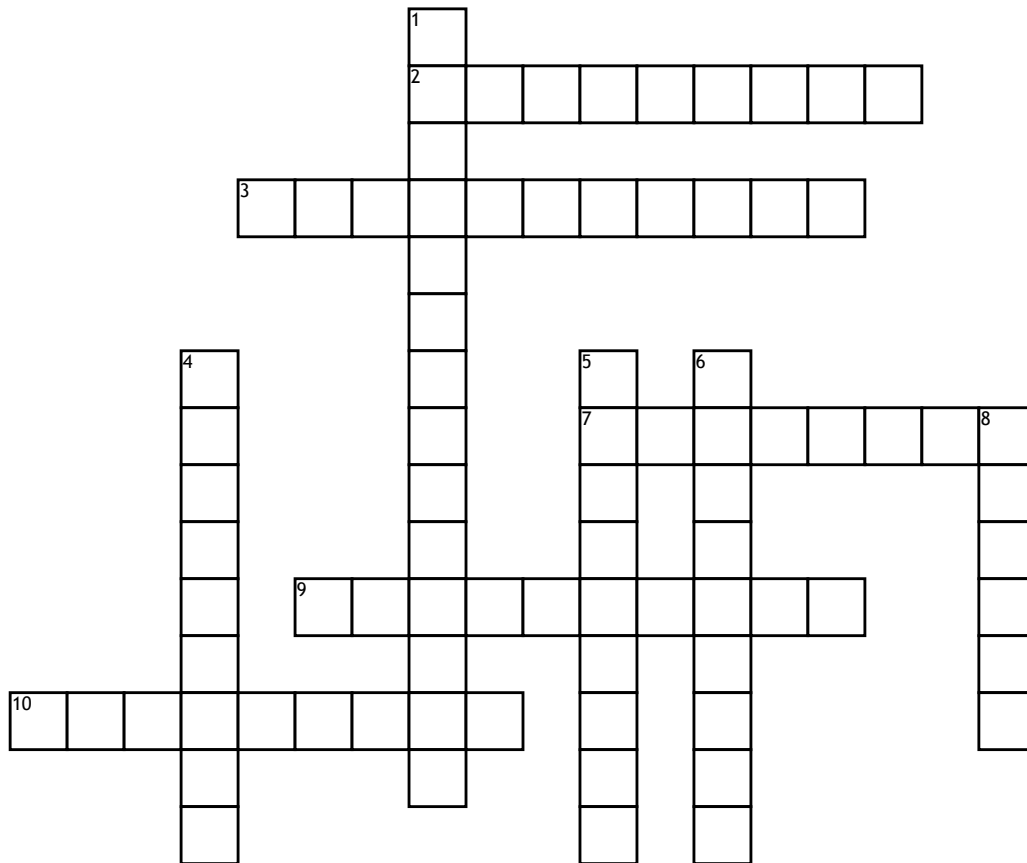


Name: _____

Date: _____

Career Readiness Skills



Across

- 2. a formal meeting between an employer and job applicant about a job opening
- 3. being on time for work
- 7. the person who hires someone to do a job
- 9. a resource that involves communicating information with others
- 10. amount of money taken from an employee's gross pay for taxes, insurance, Social Security, and other benefits

Down

- 1. treating someone unfairly because of his or her race, religion, or sex
- 4. an action or series of actions determined by an employer for a specific process
- 5. a person who will give a favorable report of a job applicant to the employer
- 6. a person applying for a job
- 8. a short, written description of an applicant's personal data, education, and experience related to a job

Word Bank

- | | | | |
|----------------|-----------|------------|----------|
| Applicant | interview | reference | Résumé |
| discrimination | Procedure | networking | employer |
| Punctuality | deduction | | |