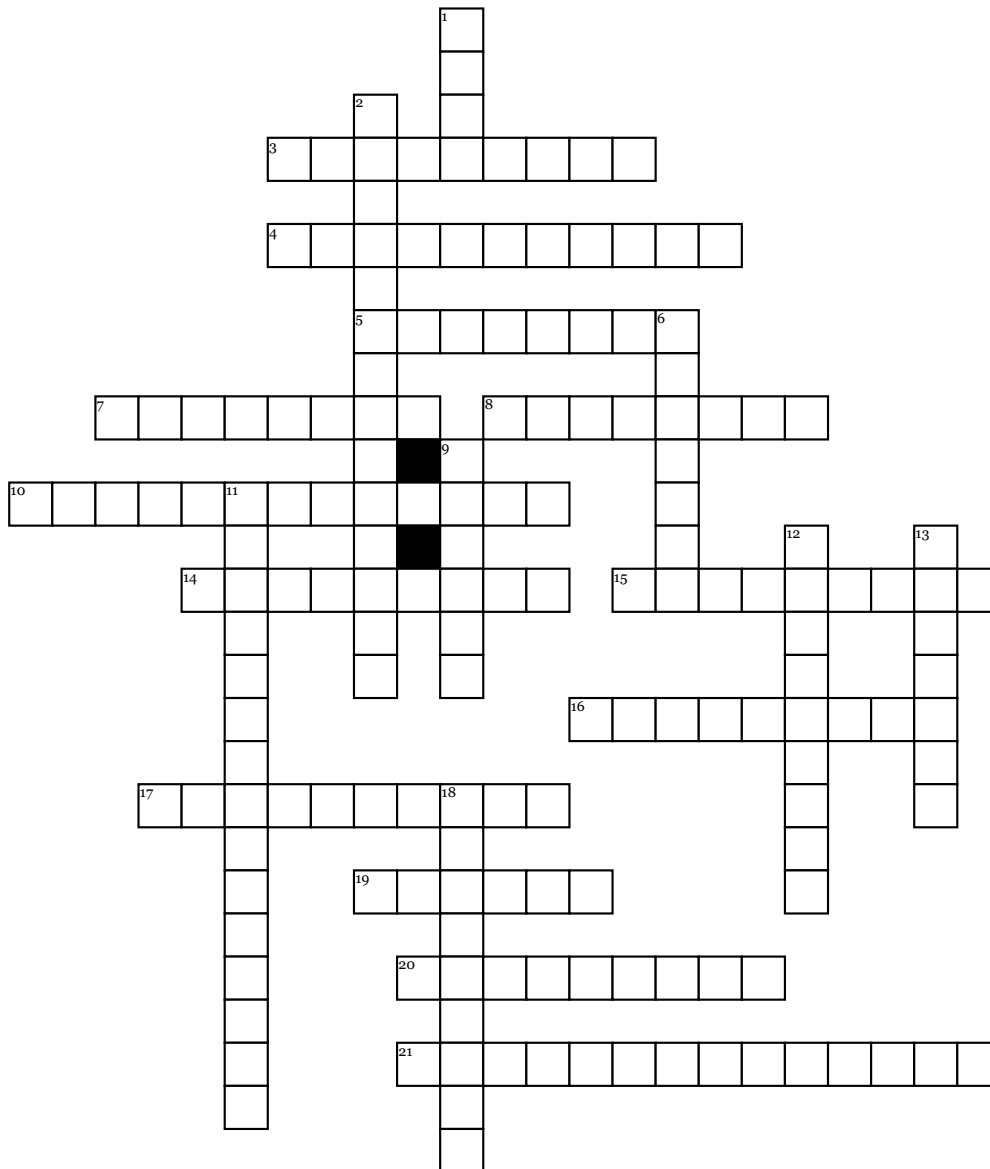


# Career Readiness Vocabulary Crossword



## **Across**

- 3.** rules of behavior in the workplace  
**4.** being on time for work  
**5.** the person who hires someone to do a job  
**7.** a person who works with you  
**8.** the total amount of an employee's earnings before deductions are taken out  
**10.** notices that employers put in the classified section of the newspaper describing their job openings  
**14.** a person applying for a job  
**15.** amount of money taken from an employee's gross pay for taxes, insurance, social security, and other benefits  
**16.** a person who will give a favorable report of a job applicant to the employer

- 17.** a resource that involves communicating information with others  
**19.** the amount of a paycheck after the deductions are taken out  
**20.** an action or series of actions determined by an employer for a specific process  
**21.** treating someone unfairly because of his or her race, religion, or sex

## **Down**

- 1.** payment for work, usually figured by the hour  
**2.** extras provided by employers (other than wages)  
**6.** a short, written description of an applicant's personal data, education, and experience related to a job  
**9.** fixed amount of money earned, regardless of hours worked

- 11.** the tool employers use to find out basic information about job applicants  
**12.** to eliminate unwanted applicants  
**13.** any information about possible job openings  
**18.** a formal meeting between an employer and job applicant about a job opening