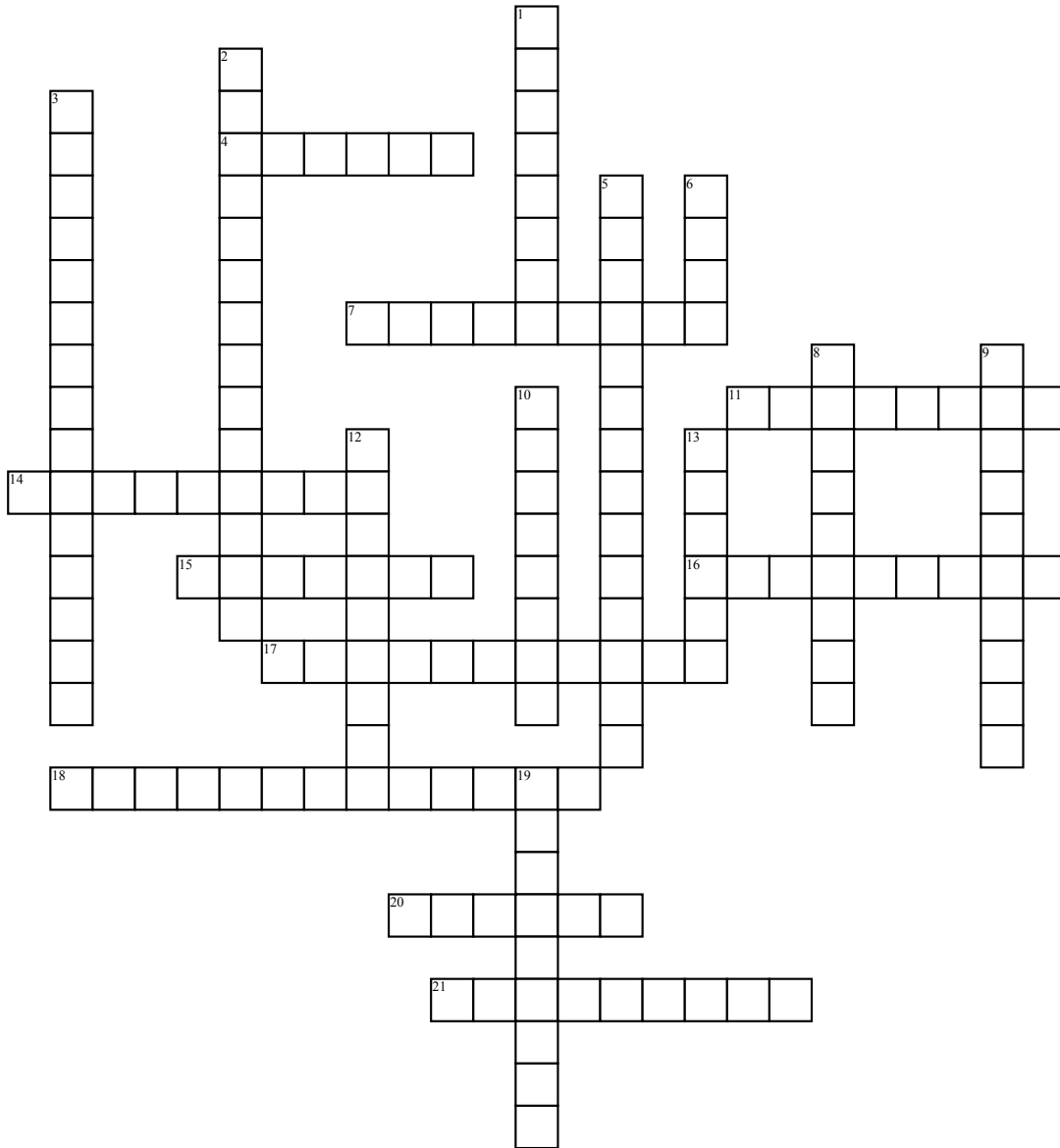


Career Readiness



Across

- 4. fixed amount of money earned, regardless of hours worked
- 7. a person who will give a favorable report of a job applicant to the employer
- 11. the person who hires someone to do a job
- 14. rules of behavior in the workplace
- 15. any information about possible job openings
- 16. an action or series of actions determined by an employer for a specific process
- 17. being on time for work

- 18. notices that employers put in the classified section of the newspaper describing their job openings
- 20. a short, written description of an applicant's personal data, education, and experience related to a job
- 21. a formal meeting between an employer and job applicant about a job opening

Down

- 1. A person who works with you
- 2. treating someone unfairly because of his or her race, religion, or sex
- 3. the tool employers use to find out basic information about job applicants

- 5. extras provided by employers (other than wages)
- 6. payment for work, usually figured by the hour
- 8. A person applying for a job
- 9. a resource that involves communicating information with others
- 10. the total amount of an employee's earnings before deductions are taken out
- 12. to eliminate unwanted applicants
- 13. the amount of a paycheck after the deductions are taken out
- 19. amount of money taken from an employee's gross pay for taxes, insurance, Social Security, and other benefits