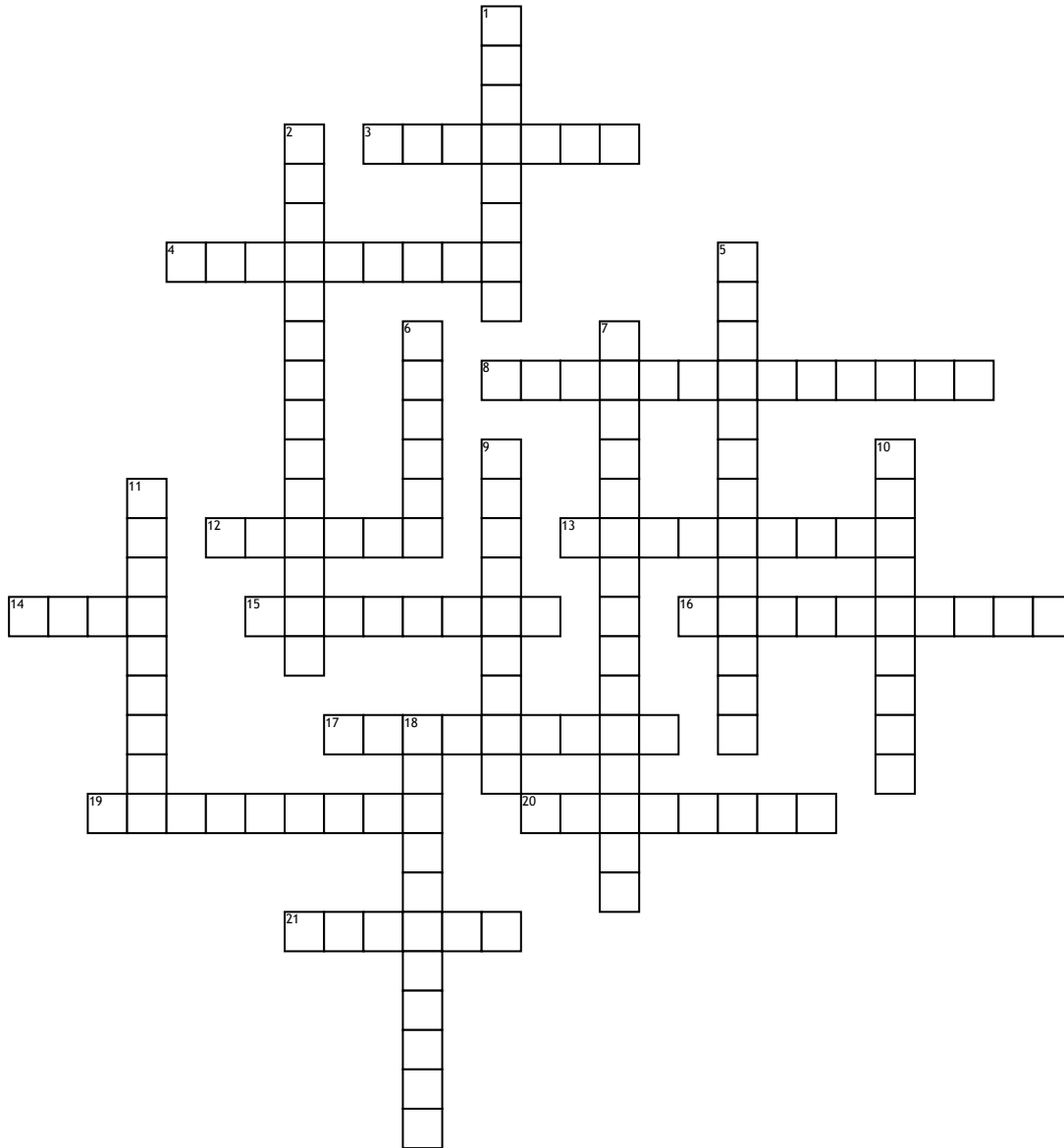


Career Readyness Vocabulary



Across

3. any information about possible job openings
 4. an action or series of actions determined by an employer for a specific process
 8. notices that employers put in the classified section of the newspaper describing their job openings
 12. the amount of a paycheck after the deductions are taken out
 13. to eliminate unwanted applicants
 14. payment for work, usually figured by the hour
 15. a person who works with you
 16. a resource that involves communicating information with others

17. a person applying for a job

19. amount of money taken from an employee's gross pay for taxes, insurance, Social Security, and other benefits
 20. the total amount of an employee's earnings before deductions are taken out
 21. a short, written description of an applicant's personal data, education, and experience related to a job

Down

1. the person who hires someone to do a job
 2. treating someone unfairly because of his or her race, religion, or sex

5. extras provided by employers (other than wages)

6. fixed amount of money earned, regardless of hours worked
 7. the tool employers use to find out basic information about job applicants
 9. rules of behavior in the workplace
 10. a formal meeting between an employer and job applicant about a job opening
 11. a person who will give a favorable report of a job applicant to the employer
 18. being on time for work