

Name: _____ Date: _____

Unit 6: Employment Skills

- | | |
|---|---------------------|
| 1. a person applying for a job | A. Co-Worker |
| 2. the tool employers use to find out basic information about job applicants | B. Networking |
| 3. a person who works with you | C. Interview |
| 4. amount of money taken from an employee's gross pay for taxes, insurance, Social Security, and other benefits | D. Gross pay |
| 5. treating someone unfairly because of his or her race, religion, or sex | E. Fringe benefits |
| 6. the person who hires someone to do a job | F. Applicant |
| 7. extras provided by employers (other than wages) | G. Screen out |
| 8. the total amount of an employee's earnings before deductions are taken out | H. Discrimination |
| 9. notices that employers put in the classified section of the newspaper describing their job openings | I. Résumé |
| 10. a formal meeting between an employer and job applicant about a job opening | J. Net Pay |
| 11. Any information about possible job openings | K. Job Lead |
| 12. the amount of a paycheck after the deductions are taking out | L. Work ethic |
| 13. A resource that involves communicating information with others | M. Help-wanted ads |
| 14. An action or series of actions determined by an employer for a specific process | N. Application form |
| 15. Being on time for work | O. Salary |
| 16. A person who will give a favorable report of a job applicant to employer | P. Procedure |
| 17. a short, written description of an applicant's personal data, education, and experience related to a job | Q. Reference |
| 18. fixed amount of money earned, regardless of hours worked | R. Punctuality |
| 19. to eliminate unwanted applicants | S. Wage |
| 20. payment for work, usually figured by the hour | T. Deduction |
| 21. rules of behavior in the workplace | U. Employer |