Name:	Date:	Period:

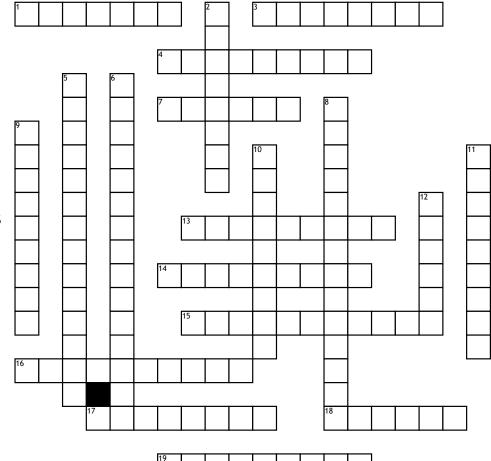
Employability Vocabulary

Across

- 1. any information about possible job openings
- **3.** a person who works with you
- **4.** an action or series of actions determined by an employer for a specific process
- 7. a short, written description of an applicant's personal data, education, and experience related to a job
- **13.** a formal meeting between an employer and job applicant about a job opening
- **14.** rules of behavior in the workplace
- **15.** being on time for work
- **16.** a resource that involves communicating information with others
- **17.** the person who hires someone to do a job
- **18.** the amount of a paycheck after the deductions are taken out
- **19.** A person applying for a job

Down

- 2. the total amount of an employee's earnings before deductions are taken out
- **5.** extras provided by employers (other than wages)
- **6.** the tool employers use to find out basic information about job applicants



- **8.** treating someone unfairly because of his or her race, religion, or sex
- **9.** amount of money taken from an employee's gross pay for taxes, insurance, Social Security, and other benefits
- **10.** a person who will give a favorable report of a job applicant to the employer
- **11.** to eliminate unwanted applicants
- **12.** fixed amount of money earned, regardless of hours worked

