

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

