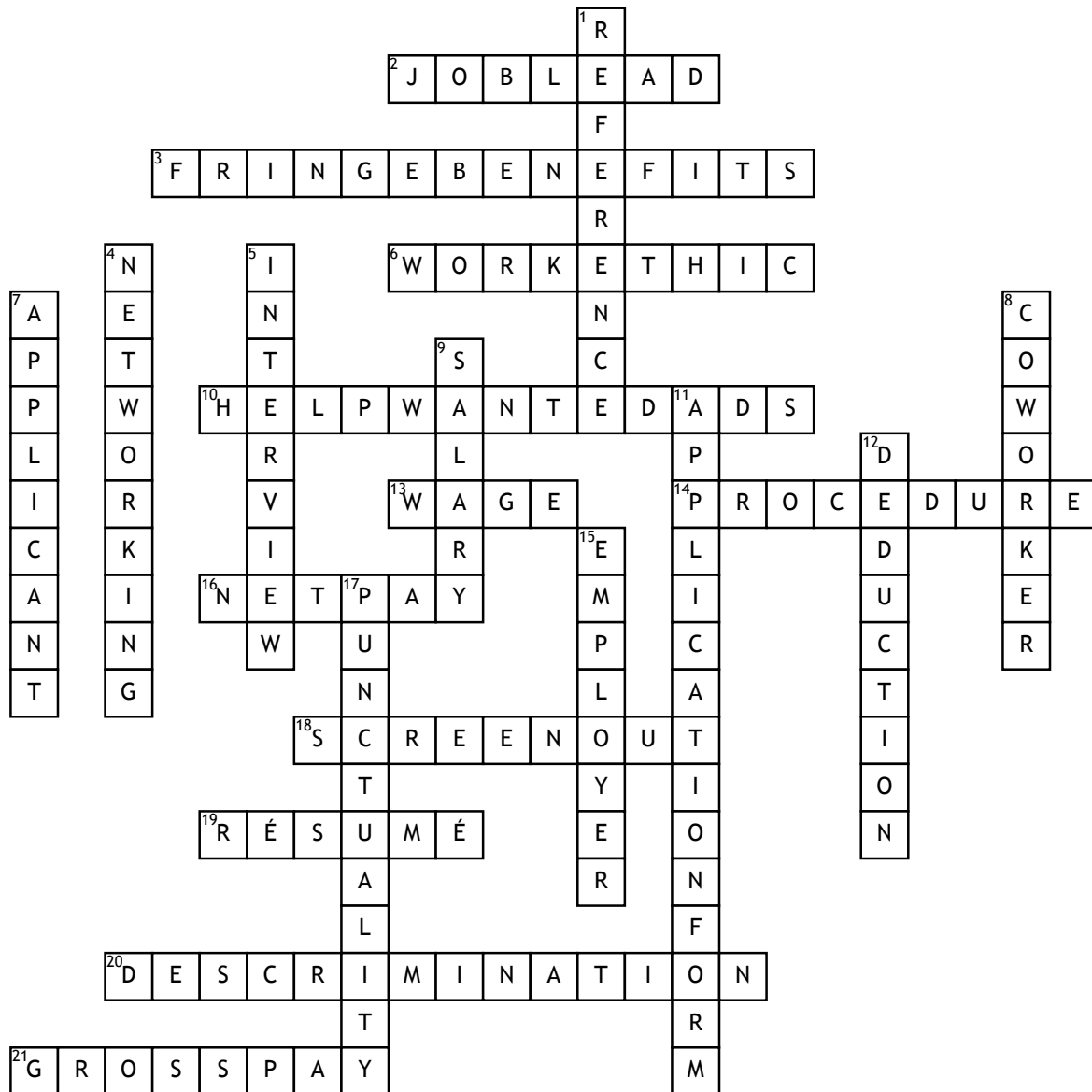


# Unit 6: Employment Skills



## Across

2. Any information about possible job openings
3. Extras provided by employers (other than wages)
6. Rules of behavior in the workplace
10. Notices that employers put in the classified section of the newspaper describing their job openings
13. Payment for work, usually figured by the hour
14. An action or series of actions determined by an employer for a specific process
16. The amount of a paycheck after the deductions are taken out

18. to eliminate unwanted applicants

19. A short, written description of an applicant's personal data, education, and experience related to a job
20. Treating someone unfairly because of his or her race, religion, or sex

21. The total amount of an employee's earnings before deductions are taken out

## Down

1. A person who will give a favorable report of a job applicant to the employer
4. A resource that involves communicating information with others

5. A formal meeting between an employer and job applicant about a job opening

7. A person applying for a job

8. A person who works for you

9. Fixed amount of money earned, regardless of hours worked

11. The tool employers use to find out basic information about job applicants

12. Amount of money taken from an employee's gross pay for taxes, insurance, Social Security, and other benefits

15. The person who hires someone to do a job

17. Being on time for work