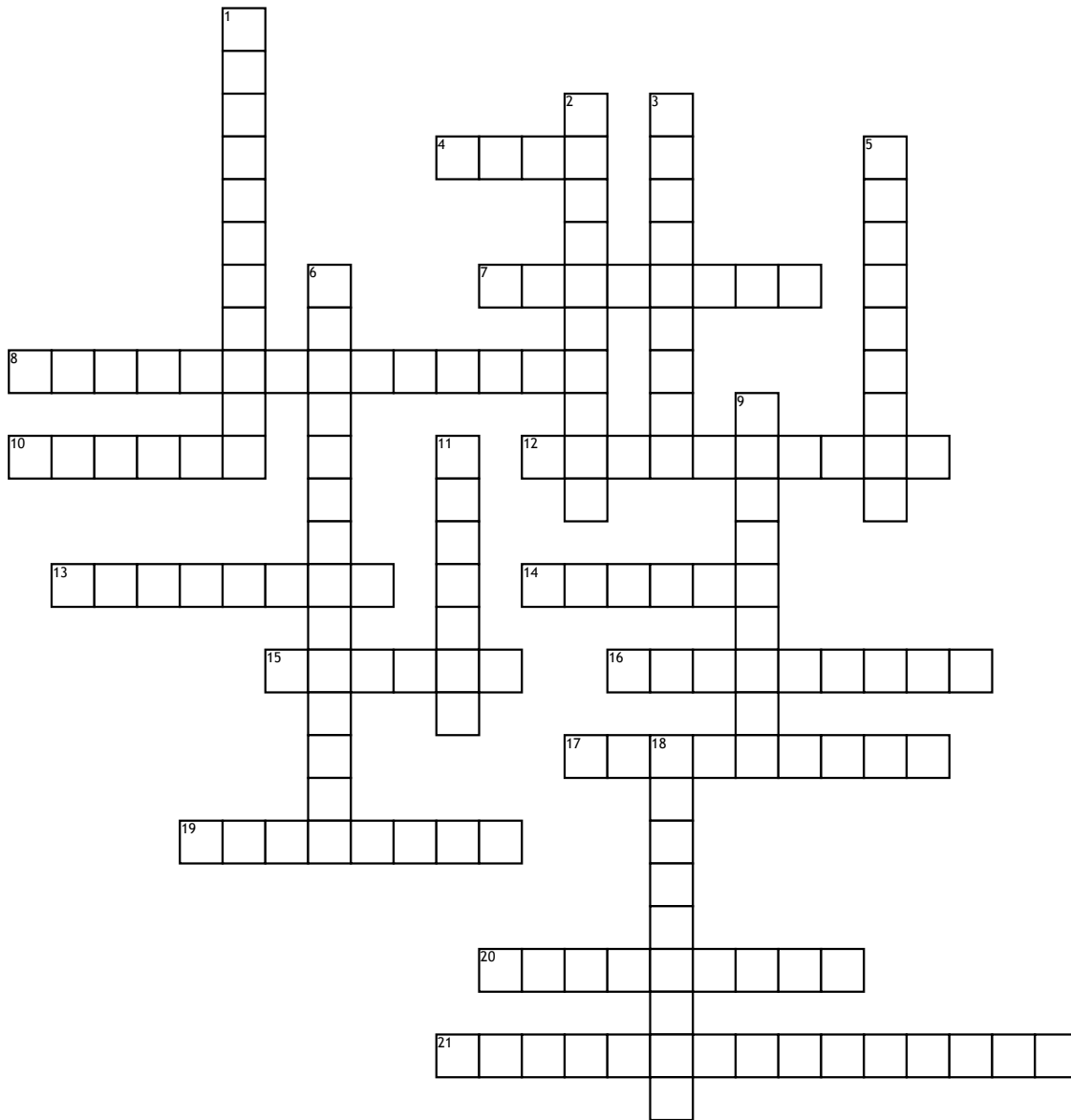


Name: \_\_\_\_\_

Date: \_\_\_\_\_

# Unit 6: Employment skills



## Across

4. Payment for work, usually figured by the hour  
 7. A person who works with you  
 8. Treating someone as unfairly because of his or her race, religion, or sex  
 10. Fixed amount of money earned, regardless of hours worked  
 12. A resource that involves communicating information with others  
 13. The person who hires someone to do the job  
 14. A short written description of an applicants personal data, education, and experience

15. The amount of a paycheck after the deductions are taken out  
 16. Amount of money taken from an employee's gross pay for taxes, insurance, social security, and other benefits  
 17. Rules of behavior in the workplace  
 19. The total amount of an employees earnings before deductions are taken out  
 20. To eliminate unwanted applicants  
 21. The tool employers use to find out basic information about job applicants

## Down

1. Being on time for work

2. Notices that employers put in the classified section of the newspaper describing their job openings  
 3. A formal meeting between an employer and job applicant about a job opening  
 5. A person applying for a job.  
 6. Extras provided by the employers ( Other than wages)  
 9. An action or series of actions determined by an employer for a specific process  
 11. Any information about possible job openings  
 18. A person who give a favorable report of a job applicant to the employer