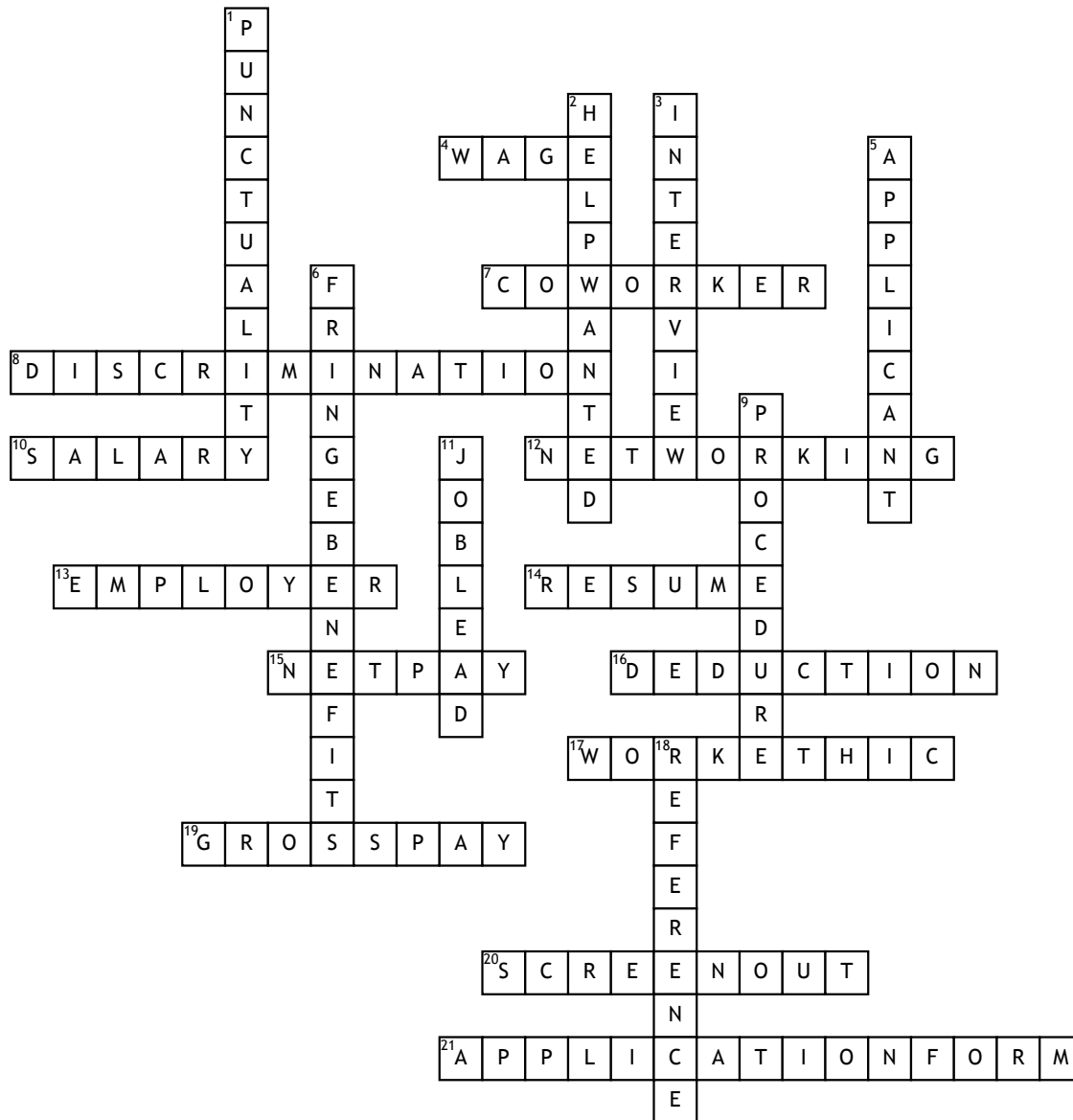


Unit 6: Employment skills



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 applicant's 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 employee's 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 gives a favorable report of a job applicant to the employer