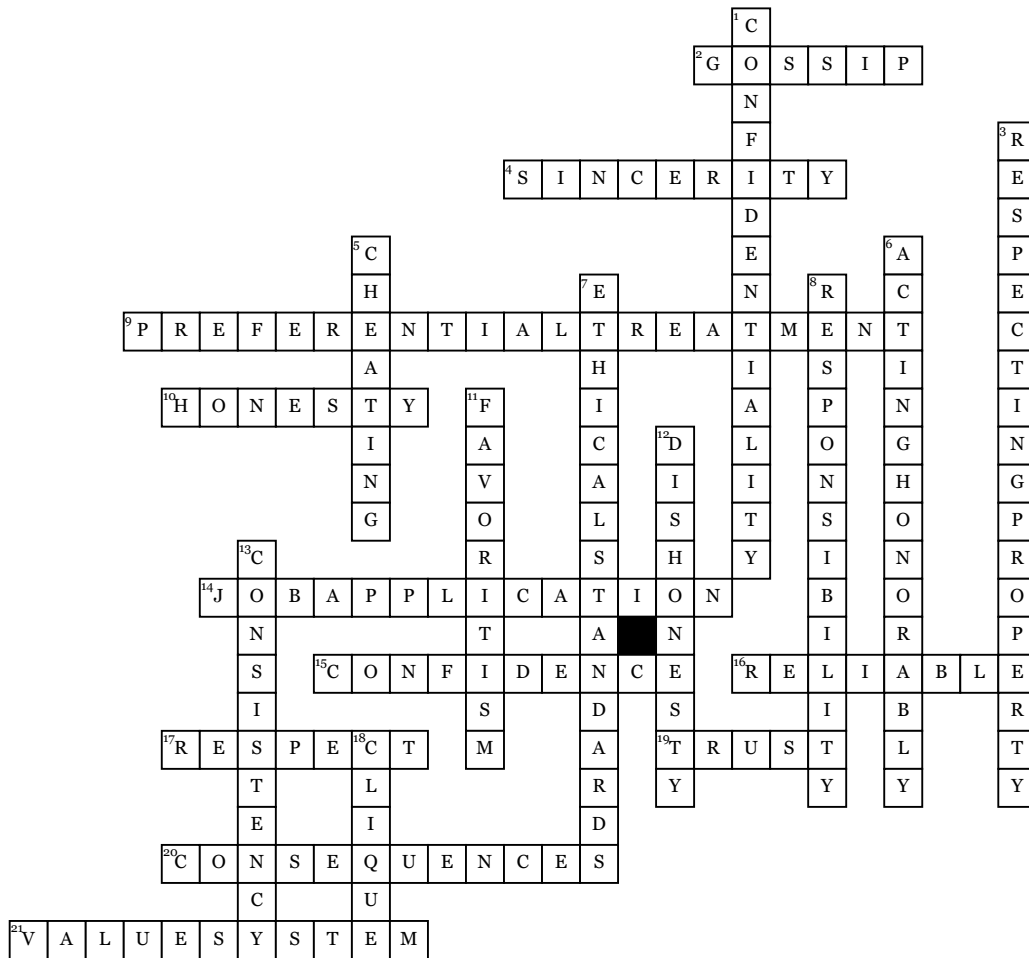Name: _____ Date: _____

Workplace Readiness Skills Vocabulary (Standard 7: Integrity)

Across

2. idle talk or rumor, especially about the personal or professional conduct of others

4. being true, authentic, real, the opposite of deceitful

9. treating some people better than others based on who they are

10. being truthful with yourself and others

14. a written request for employment, a form used by employers for recruitment

15. worthy of trust and believability

16. being dependable and consistent

17. esteem, a value of honor given or received, usually associated with rights or ethics

19. reliance on the integrity of a person or thing, reliability, confidence, usually needs to be earned in the workplace

20. the negative effects of a choice or decision, the negative outcome

21. an inner moral code or compass that one lives by and relies on to help make professional decisions

Down

1. keeping private matters private, sometimes enforced by law

3. using technology, including tools and machines, ethically and with care, and, if borrowed, returning them promptly and in good working order and to where they belong

5. using deception to complete a task or acquire something fraudulently that was not earned

6. doing the right thing even when no one is looking or paying attention, even when you can get away with not doing the right thing

7. behavioral expectations or rules of conduct for a profession, organization, or workplace

8. being accountable, reliable

11. unethically favoring a person over others

12. being untruthful with yourself or others

13. repeating an action reliably to earn confidence and trust

18. an exclusive group of people who exclude others

Word Bank

favoritism	dishonesty	gossip	job application	respecting property
honesty	value system	confidence	respect	sincerity
acting honorably	reliable	clique	trust	preferential treatment
confidentiality	consequences	cheating	ethical standards	consistency
responsibility				