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| Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_ | Period: \_\_\_\_\_\_\_ |

Career Readiness

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|  |  |  |  | 3  A |  |  |  | I |  |  |  |  |  |  | W |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | P |  |  |  | 4  S | A | L | A | R | Y |  | O |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  | C |  |  |  | M |  |  | 7  R | E | F | E | R | E | N | C | E |  |  |  |  |  |  |  |  |  |  |
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|  |  |  | 14  W | O | R | K | E | T | H | I | C |  |  |  | O |  | E |  | E |  |  | L |  |  |  | W |  |  |  |
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| **Across**  **4.** fixed amount of money earned, regardless of hours worked  **7.**  a person who will give a favorable report of a job applicant to the employer  **11.**  the person who hires someone to do a job  **14.**  rules of behavior in the workplace  **15.** any information about possible job openings  **16.** an action or series of actions determined by an employer for a specific process  **17.** being on time for work  **18.** notices that employers put in the classified section of the newspaper describing their job openings  **20.** a short, written description of an applicant's personal data, education, and experience related to a job  **21.** a formal meeting between an employer and job applicant about a job opening | **Down**  **1.** A person who works with you  **2.** treating someone unfairly because of his or her race, religion, or sex  **3.**  the tool employers use to find out basic information about job applicants  **5.** extras provided by employers (other than wages)  **6.**  payment for work, usually figured by the hour  **8.** A person applying for a job  **9.** a resource that involves communicating information with others  **10.**  the total amount of an employee's earnings before deductions are taken out  **12.**  to eliminate unwanted applicants  **13.**  the amount of a paycheck after the deductions are taken out  **19.**  amount of money taken from an employee's gross pay for taxes, insurance, Social Security, and other benefits |