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Career Readiness

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|  |  |  |  |  P |  |  |  | 4S |  A |  L |  A |  R |  Y |  |  O |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  P |  |  |  |  C |  |  |  |  |  |  |  R |  | 5F |  | 6W |  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  A |  |  |  |  I |  |  |  |  |  |  |  |  |  G |  |  |  |  | 8A |  |  |  | 9N |  |  |  |
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|  |  |  |  |  I |  |  |  |  A |  |  | 12S |  |  |  |  R |  |  B |  | 13N |  |  |  P |  |  |  |  T |  |  |  |
|  |  |  | 14W |  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 |