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

FACS Unit 8 Employability Skills Chapters 3, 4, and 5

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  | 1  O |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  | C |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  | C |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  | U |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  | P |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  | A |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  | 2  I | N | T | E | R | V | I | E | W |  |  |  |  |  | 3  D |  |  |  |  |  |
|  |  |  | 4  P |  |  |  |  |  |  |  |  | I |  |  |  |  |  |  |  |  |  |  |  | I |  |  |  |  |  |
|  |  |  | R |  |  |  |  |  |  |  |  | O |  |  | 5  P |  |  |  |  |  |  |  |  | S |  |  |  |  |  |
|  |  |  | O |  | 6  P | U | B | L | I | C | A | N | D | P | R | I | V | A | T | 7  E |  |  |  | C |  |  |  |  |  |
|  |  |  | B |  |  |  |  |  |  |  |  |  |  |  | O |  |  |  |  | N |  | 8  W |  | R |  |  |  |  |  |
|  |  |  | L |  |  |  |  |  |  |  |  |  |  |  | F |  | 9  P | O | R | T | F | O | L | I | O |  |  |  |  |
|  |  |  | E |  |  | 10  F |  |  | 11  C |  |  |  |  |  | E |  |  |  |  | R |  | R |  | M |  |  |  |  |  |
|  |  |  | M |  |  | R |  |  | A |  |  |  | 12  R | E | S | U | M | E |  | E |  | K |  | I |  |  |  | 13  W |  |
|  |  |  | S |  |  | I |  |  | R |  |  | 14  J |  |  | S |  |  |  |  | P |  | E |  | N |  |  |  | O |  |
|  |  |  | O |  |  | N |  | 15  N | E | T | W | O | R | K | I | N | G |  |  | R |  | 16  T | E | A | M | W | O | R | K |
|  |  |  | L |  |  | G |  |  | E |  |  | B |  |  | O |  |  |  |  | E |  | H |  | T |  |  |  | K |  |
|  |  |  | V |  |  | E |  |  | R |  |  |  | 17  M | O | N | E | Y |  |  | N |  | I |  | I |  |  |  |  |  |
|  |  |  | I |  |  | B |  |  |  |  |  |  |  |  | A |  |  | 18  D |  | E |  | C |  | O |  |  |  |  |  |
| 19  T | R | A | N | S | F | E | R | A | B | L | E | S | K | I | L | L |  | O |  | U |  |  |  | N |  |  |  |  |  |
|  |  |  | G |  |  | N |  |  |  |  |  |  |  |  | I |  |  | W |  | R |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | E |  |  |  | 20  H | A | R | A | S | S | M | E | N | T |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | F |  |  |  |  |  |  |  |  | M |  |  | S |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | I |  |  |  |  |  |  |  |  |  |  |  | I |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | T |  |  |  |  |  |  |  |  |  |  |  | Z |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | I |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | N |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | G |  |  |  |  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| **Across**  **2.** A meeting between a job applicant and an employer is an \_\_\_\_\_\_?  **6.** Both the \_\_\_\_ \_\_\_ \_\_\_\_ sectors offfer full-time, part-time and temporary employment options.  **9.** A collection of work samples demonstrating your skills?  **12.** This items provides a brief history of your work experience and education?  **15.** Making use of personal connections to achieve your goals?  **16.** \_\_\_ occurs when members of a group work together to reach a common goal.  **17.** Most people work to make \_\_\_\_ to pay for goods and services they want or need.  **19.** A skill that can be used in many different situations.  **20.** Persistent teasing, insults, bullying, and stalking are all forms of \_\_\_. | **Down**  **1.** Similar jobs that are grouped together and is the type of work you do.  **3.** Unequal treatment based on factors such as race, religion, nationality, gender, age and physical appearance.  **4.** Using thinking skills to suggest a solution to a problem.  **5.** \_\_\_ is shown in several ways. It is reflected in appearance, dressing neatly, and in behaviors which treat others with respect and consideration.  **7.** Someone who sets up and operates a business.  **8.** \_\_ \_\_ means working hard, being honest, and staying committed to your work responsibilities.  **10.** A service or product you receive for little or no cost to you.  **11.** A series of related jobs or occupations in a particular field over a lifetime.  **13.** The more you know about the world or \_\_\_\_ the better your chances are of finding a career that is right for you.  **14.** \_?\_Consist of certain tasks, and is a specefic positioin with a company.  **18.** \_\_\_ occurs when a company eliminates jobs to save money? |