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Unit 6: Employment Skills

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| **Across****2.** Any information about possible job openings**3.** Extras provided by employers (other than wages)**6.** Rules of behavior in the workplace**10.** Notices that employers put in the classified section of the newspaper describing their job openings**13.** Payment for work, usually figured by the hour**14.** An action or series of actions determined by an employer for a specific process**16.** The amount of a paycheck after the deductions are taken out**18.** to eliminate unwanted applicants**19.** A short, written description of an applicant's personal data, education, and experience related to a job**20.** Treating someone unfairly because of his or her race, religion, or sex**21.** The total amount of an employee's earnings before deductions are taken out | **Down****1.** A person who will give a favorable report of a job applicant to the employer**4.** A resource that involves communicating information with others**5.** A formal meeting between an employer and job applicant about a job opening**7.** A person applying for a job**8.** A person who works for you**9.** Fixed amount of money earned, regardless of hours worked**11.** The tool employers use to find out basic information about job applicants**12.** Amount of money taken from an employee's gross pay for taxes, insurance, Social Security, and other benefits**15.** The person who hires someone to do a job**17.** Being on time for work |