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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 |