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

Unit 6: Employment Skills

|  |  |
| --- | --- |
| **1.** a person applying for a job **F** | **A.** Co-Worker |
| **2.**  the tool employers use to find out basic information about job applicants **N** | **B.** Networking |
| **3.** a person who works with you **A** | **C.**  Interview |
| **4.** amount of money taken from an employee's gross pay for taxes, insurance, Social Security, and other benefits **T** | **D.** Gross pay |
| **5.** treating someone unfairly because of his or her race, religion, or sex **H** | **E.**  Fringe benefits |
| **6.**  the person who hires someone to do a job **U** | **F.** Applicant |
| **7.** extras provided by employers (other than wages) **E** | **G.**  Screen out |
| **8.**  the total amount of an employee's earnings before deductions are taken out **D** | **H.**  Discrimination |
| **9.**  notices that employers put in the classified section of the newspaper describing their job openings **M** | **I.**  Résumé |
| **10.**  a formal meeting between an employer and job applicant about a job opening **C** | **J.** Net Pay |
| **11.** Any information about possible job openings  **K** | **K.** Job Lead |
| **12.** the amount of a paycheck after the deductions are taking out  **J** | **L.** Work ethic |
| **13.** A resource that involves communicating information with others **B** | **M.** Help-wanted ads |
| **14.** An action or series of actions determined by an employer for a specific prcess **P** | **N.** Application form |
| **15.** Being on time for work **R** | **O.** Salary |
| **16.** A person who will give a favorable report of a job applicant to employer **Q** | **P.** Procedure |
| **17.**  a short, written description of an applicant's personal data, education, and experience related to a job **I** | **Q.** Reference |
| **18.** ixed amount of money earned, regardless of hours worked **O** | **R.** Punctuality |
| **19.**  to eliminate unwanted applicants **G** | **S.**  Wage |
| **20.** payment for work, usually figured by the hour **S** | **T.** Deduction |
| **21.**  rules of behavior in the workplace **L** | **U.**  Employer |