**Employability Terms Homework**



**Across**

7. Is a department within a company that handles all employee records, hiring, terminating, and benefits.

10. Is a recommendation of a person for a job.

12. A form you fill out when you are first hired so the employer can withhold taxes.

16. This is the person or boss that hires employees (the person or company you work for).

18. Are the goods or services a business provides to employees in addition to their wages.

20. Is the fixed amount of pay for a certain amount of time.

22. Is the actual amount of your paycheck after taxes and deductions.

23. Is a form from the school that allows you to work if under 18 years of age.

24. This is a document used when looking for employment that describes your personal data in a professional manner.

25. Is the amount of pay you receive before taxes are withheld.

**Down**

1. This is a form that you complete for a business, telling your work experiences and personal data.

2. Is the persona receiving the question and looking for the job.

3. These are people who will speak on your behalf in a positive manner.

4. Is payment from an employer who has cut off a person’s employment.

5. This is the letter you send with the résumé to the perspective employer.

6. Is when an employer releases you from your job because of or work habits and/attitude.

8. This is a letter that is sent after the interview is completed thanking them for their time.

9. Is when your employer releases you from your job through no fault of your own.

11. An occupation to which you make a long term commitment.

12. Is a statement received in January that shows employees earnings and deductions.

13. A time where the employer and the applicant meet for evaluation and questioning.

14. Is the person asking the questions.

15. Is an advertisement in a newspaper of someone looking for a new employee.

17. Is when you resign or terminate your employment.

19. This is an evaluation given by employer to potential employees to check competency.

21. The person that works for another person.

26. Is employment status that results from continuous service in one company.

27. The person who is seeking employment.