

Chapter 9

Word Bank Clues

Across

- _____ A few hours each month that can be scheduled for non-job activities.
- _____ A list of people who can give a report about your character, education, and work habits. These individuals may be teachers, previous employers, supervisors, or coworkers.
- _____ A policy that allows employees to take a leave of absence for the birth or adoption of a child, to care for a sick family member, or for other personal emergencies.
- _____ A tool that provides information about you to a potential employer.
- _____ Activities that give you satisfaction and that can provide a basis for your employment goals and possible career paths.
- _____ Allows employees who primarily use personal computers and other technology to work from home. They communicate with managers, coworkers, and customers using the Internet, telephone, and fax.
- _____ An experienced employee or "career coach" who serves as counselor to a person with less experience.
- _____ Spending time with a worker for a day or a week to learn about that person's occupation.
- _____ Tangible evidence of your ability and skills.
- _____ The comprehensive inclusion of people with differences in personal characteristics and attributes.
- _____ The process of talking to other people about their jobs.

Down

- _____ A form asking for information related to employment. It gives the employer standard information about each job applicant.
- _____ A goal for work that is fulfilled through an occupation or series of occupations.
- _____ A natural, inborn aptitude to do certain things.
- _____ A task or series of tasks that is performed to provide a good or service. People are hired to fill occupations, and they are paid for the work they perform.
- _____ Allows employees some choice in how their work days and work hours are arranged.
- _____ Allows some employees to complete part or all of their work away from the business site.
- _____ An arrangement in which one job is offered to two people. Each person works a part-time schedule. They share the work space and duties of the job.
- _____ An artificial limit placed on minority groups moving into positions of authority and decision-making.
- _____ An interview in which your employer asks questions about your work upon your leaving the company.
- _____ The physical conditions and the psychological atmosphere in which employees work.
- _____ The process of studying careers, assessing yourself in terms of careers, and making decisions about a future career.
- _____ The quality of being able to perform a mental or physical task.
- _____ The willingness and ability of a person to move to where jobs are located.
- _____ Things that are important to you.