

**Senior Seminar:**  
**Employment Related Vocabulary**



Name \_\_\_\_\_

*Directions:* Use the following words to complete the paragraphs about searching for a position. Each word will be used only once. See [www.cmthsseniorseminar.com](http://www.cmthsseniorseminar.com): **Employment Vocabulary** for additional help.

401k plan	cover letter	job shadow	punctuality	turnover
application	entry level	laid off	qualifications	unemployment
benefits	harassment	negotiate	reference	union
blue collar	human resources	networking	resume	white collar
classifieds	internship	portfolio	screening	work ethic
clearances	interview	promotion	terminated	work permit

There are many types of positions available for employment. Some positions we take to pay the bills and they are usually called jobs. A career is different than a job; a career is something that you enjoy doing and get personal satisfaction from. Generally positions fall into two categories: positions where you do manual or physical labor, such as trades, that are called \_\_\_\_\_. Positions where you perform a professional work (and usually sit at a desk) are called \_\_\_\_\_.



If you would like to get a job and you are under 18 years of age, you must get a \_\_\_\_\_ from your high school. This protects you through Child Labor Laws that prevent employees from taking advantage of you. Because you are new to working, you should look for \_\_\_\_\_, or starting positions. A place you can look for positions online is a \_\_\_\_\_ website like Craigslist. Pay attention when you are looking for positions. Some businesses have a high \_\_\_\_\_ rate which shows that employees leave the position a lot, so you should consider why people might not want to work there and if it might not be a good fit for you.

Another way to look for a position is to talk with people who you know personally and in your field to learn about available positions. This is known as \_\_\_\_\_. If you want to explore different careers, doing a \_\_\_\_\_ allows you to follow a person for a few days to see what that career is like. Another type of position you can get is an \_\_\_\_\_ where you work and gain on-the-job experience, but usually do not get paid for it in money. You are paid in "experience" and it is something to put on your resume.

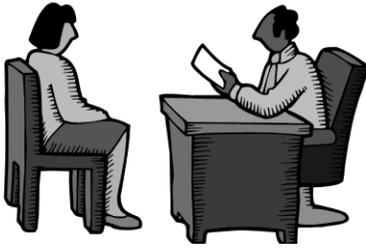
When figuring out what positions you want to apply for, it is important to consider what kinds of \_\_\_\_\_ the employer is offering such as sick days and health insurance. One type of benefit is a \_\_\_\_\_ which is a type of retirement savings account. Some positions will require you to join a \_\_\_\_\_. This organization protects the rights and interests of its members.



After you read the job description, you must decide if you have the right \_\_\_\_\_, or experience and knowledge, for the position. Read the job posting carefully to make sure you are eligible to apply. Any positions where you work with children in the state of PA require you to get several \_\_\_\_\_ that show that you have not committed any criminal offenses.

Next, you must fill out a form or an \_\_\_\_\_, which could either be on paper or online. Many online applications also have special \_\_\_\_\_ tests which take a while to complete and tell the employer about your personality and/or skills. Some employers will ask to see your outline of your education, work experience, and qualifications called your \_\_\_\_\_. When you send your resume, you must also write and include a \_\_\_\_\_ that introduces yourself and highlights your qualifications. Some employers will ask you to include letters of \_\_\_\_\_ which are written by people who know you well and think highly of you.

Hopefully, you will get a phone call from the department that is known for managing employees that is called \_\_\_\_\_ . They will schedule a meeting for you to meet the employer called an \_\_\_\_\_ .



You will want to bring your collection of work known as your \_\_\_\_\_ with you. You may have to bargain or \_\_\_\_\_ with an employer about your wages.

When you do get a job it is important to have a good \_\_\_\_\_ and possess good workplace skills. One of these is being on time for work, which is called \_\_\_\_\_. If you do well in your position, you may earn a \_\_\_\_\_ from your employer where you earn more money and have more responsibility. You must be sure to not engage in any kind of \_\_\_\_\_ or you will be fired or \_\_\_\_\_. Sometimes an employer has to downsize and you might get \_\_\_\_\_ or let go from a job. If this happens you can receive \_\_\_\_\_ benefits from the government.

If you follow these guidelines, you will be more likely to have success in your search for a position. Remember, one of the hardest jobs in the world is getting a job, so be prepared to put some work into your search!

