

Test yourself!

Across

- 1 what you write to an unsuccessful candidate: ... letter
- 5 to move to a new area with your job
- 9 a programme for new staff to help them settle into a company
- 11 when you don't have a job, you're ...
- 15 a shorter word for 'fringe benefits'
- 19 a way of asking applicants for information at an interview so that they can't just give 'yes / no' answers: ... questions
- 20 the regular evaluation of an employee's performance and potential
- 22 written or verbal comments on an employee's character and job performance (in a previous job)
- 23 in American English it is called a 'raise'
- 25 being able to maintain a reasonable level of commitment between work and private life: work / life ...
- 27 same salary or wage for men and women in the same job (two words)
- 28 valuing the differences between people to maximize potential
- 29 the time a woman is away from the office to have a baby: ... leave
- 30 initial period of employment during which an employee is not yet considered permanent: ... period

Down

- 1 total financial and non-financial benefits an employee gets: ... package
- 2 the body that represents workers in a company: works ...
- 3 unpleasant or offensive behaviour towards someone
- 4 the opposite of 'specialist'
- 6 disagreement between people
- 7 being able to choose a starting and finishing time each day as long as total hours are worked
- 8 a specified period of time in a contract for telling a company an employee is leaving: ... period
- 10 details of the content of a job and the skills needed for it: job ...
- 12 working longer hours than your normal contract
- 13 ways of warning staff that they are breaking rules: ... procedures
- 14 extra money for working shifts: shift ...
- 16 goods are produced here (two words)
- 17 treating people differently because of race, age, sex, colour, etc
- 18 another word for 'applicant'
- 21 a complaint about being treated unfairly
- 24 if you can only hire employees who are union members: ... shop
- 26 written details of terms and conditions of work: ... contract

