

## Employment Words

Vocabulary Word	Definition
<b>Personnel</b>	people who work for a firm or company (employees)
<b>Incentive/Bonus</b>	Additional money or other reward offered as motivation or a reward.
<b>Net Wages/Pay</b>	The amount of pay or wages you take home after all your deductions are taken out of your paycheck
<b>Tax/Taxes</b>	An amount of money that is paid to the government, which is based on your income Every person in the United States is required to pay state, federal, and social security tax.
<b>Reference</b>	A person who knows you and is willing to describe and usually praise you to support you when you are trying to get a job; a statement as to a person's character or ability
<b>Apprentice</b>	A person who works for a more experienced person--in order to learn a trade.
<b>Notice</b>	Advance warning of intention to leave one's job--to give or hand in one's resignation. Usually a 2 week notice is standard.
<b>Entry-level job</b>	A job requiring little skill or knowledge, sometimes with the potential for advancement as skills & knowledge are acquired.
<b>Personnel Officer</b>	Manager who is responsible for recruitment, training, and welfare of personnel. Another word: human relations officer

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<b>Deductions</b>	An amount of money taken from your paycheck every payday (usually for things such as federal and state income taxes, employment taxes, social security taxes, workers compensation coverage, and health insurance payments)
<b>Full-time</b>	FT--working 40 hours/week.
<b>Job Security</b>	Knowing that your job is permanent as long as you want it to be.
<b>Cover Letter</b>	A letter that is sent with something to explain the reason for it or to give more information about it.
<b>Internal Revenue Service (IRS)</b>	A department of the U.S. government that collects taxes You must file your taxes with the IRS by April 15.
<b>Gross Wages/Pay</b>	The total amount of your pay or wages before any deductions are taken out of your paycheck
<b>Resume</b>	A short written description of your education, qualifications, and previous employment, which you send to an employer when you are trying to get a job
<b>Network/Networking</b>	Using friends, family, and people in organizations that you know to help you find a job
<b>Fringe Benefits/Benefits</b>	advantages offered in addition to salary. Things that employers may offer you in addition to your wages, for example: health insurance, annual or sick leave, holidays, paid vacation, parking space or monthly reimbursement for parking space area, mileage for travel, tuition reimbursement.

<b>Vocabulary Word</b>	<b>Definition</b>
<b>Skill</b>	The ability to do an activity or job well, especially because you have practiced it
<b>Attitude</b>	feeling or opinion about something or someone; a mental position with regard to a state (a "negative" or "positive" attitude)