Unit 3 Vocabulary

**Lesson 1**

Interests - Things a person likes to do.

Ex. Sport, playing an instrument

Skills: Developed abilities a person does well.

Ex. Excellent at playing basketball

Employer – a person or business that hires one or more people, usually for a salary

 Ex. Costco, Deer Valley USD

Employee – a person who works for an employer

Soft skills – Skills that represent the way employees act on the job, such as being punctual (on time), treating customers with kindness, working as a team, and dressing appropriately.

**Lesson 2**

Negotiation – the process of two or more people who may disagree at first, working together to solve a problem.

Conflict resolution – the process of resolving a dispute or disagreement

Innovative solutions – creative ideas for solving problems that are put to use.

Entrepreneur - an innovator; one who recognizes opportunities and organizes resources to take advantage of them.

**Lesson 3**

Job application – a form that is completed by people applying for a job

Resume – a summary of a person’s work and school experiences to help employers hire the best person for a job.

Ethics – the standards to help determine what is good, right, and proper.

Job interview – a discussion (usually face-to-face) to determine whether an applicant is suitable for a job

Applicant – a person who requests or seeks something, such as a job

**Lesson 4**

Pay stub – the part of a paycheck that is retained by the employee as a record of pay and payroll deductions

Gross pay – the mount an employee has earned before any taxes or other deductions are subtracted

Payroll tax – a tax on an employee’s pay

Net pay – gross pay minus any taxes and other payroll deductions