

**WORDS TO KNOW**  
**JOB SEEKER / INTERVIEWING**

name  
address  
telephone number  
W-2  
W-4  
I.N.S. form  
green card  
permanent identification

time  
days  
hours  
weeks  
months  
years

skills  
education  
strengths  
weaknesses  
job search  
entry level  
languages  
job market

human resources  
personnel  
career  
occupation  
job  
work  
employment  
application  
information  
experience  
job description

parking  
smoking  
supervisor  
safety  
wages  
salary  
pay  
direct deposit  
signature  
sign  
pay day  
hourly

part time  
full time  
temporary  
permanent  
overtime  
shift work  
first shift  
day shift  
second shift  
evening shift  
third shift  
night shift  
swing shift

interview  
glad to meet you  
shake hands  
on time  
dress  
appropriate clothing  
smile  
eye contact  
references  
resume  
data sheet  
on time/ prompt

break time  
co-workers  
direction  
instruction  
training  
rules  
guidelines  
uniform