

Name _____

MATCHING. Choose the item in column 2 that best matches each item in column 1.

- | | | |
|------------------------------|--------------------------------|-----------|
| 1) Typing skills | A) Wear a hat | 1) _____ |
| 2) Job shadowing | B) Avoid facial jewelry | 2) _____ |
| 3) Co-op program | C) Document service procedures | 3) _____ |
| 4) Part of a resume | D) Level of education | 4) _____ |
| 5) Flat-rate pay system | E) Take-home pay | 5) _____ |
| 6) FICA | F) Divides an hour into tenths | 6) _____ |
| 7) Net pay | G) Be clean shaven | 7) _____ |
| 8) For the interview | H) Does not allow any work | 8) _____ |
| 9) When interviewing, do not | I) Mother's address | 9) _____ |
| 10) Church elder | J) Good reference | 10) _____ |
| | K) Allows trainee to work | |
| | L) Social Security taxes | |

Answer Key

Testname: MATCH 3

1) C

Page Ref: 17

2) H

Page Ref: 18

3) K

Page Ref: 18

4) D

Page Ref: 20

5) F

Page Ref: 22

6) L

Page Ref: 22

7) E

Page Ref: 22

8) B

Page Ref: 21

9) A

Page Ref: 21

10) J

Page Ref: 20