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A fictitious company.

**A very real online job application
and pre-employment experience.**

Chapter 3

Using Job Match Surveys

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Anticipated Outcome I

- **Users will improve their ability to successfully complete assessments with soft or ambiguous questions, including assessments that might include questions that evaluate situational judgment**

Anticipated Outcome II

- Users will improve their ability to determine what might be a best answer in a situational assessment that may have no right answer

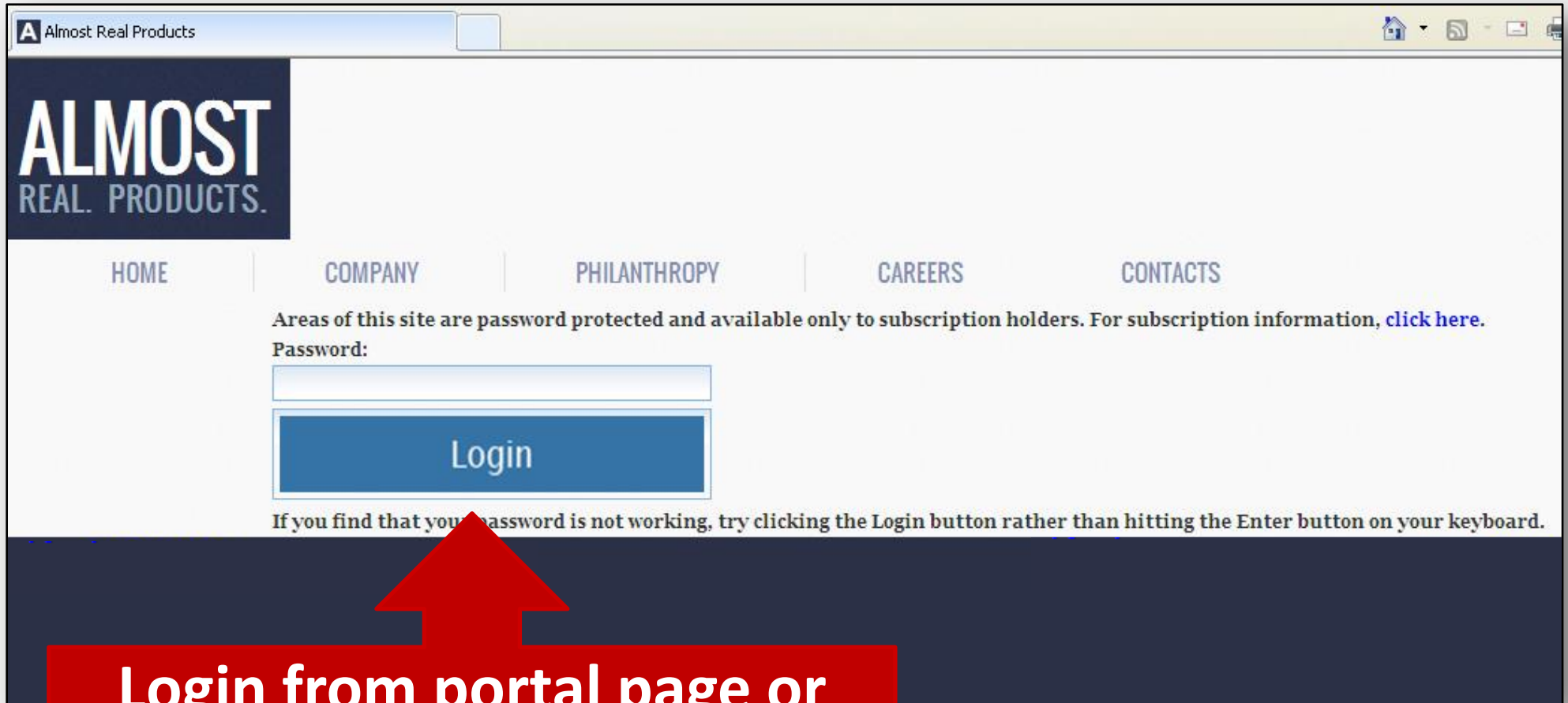
Overview

- Employers use 'soft' questions for a variety of reasons
- Job candidates must learn how to answer questions that have no right answers other than those the employer expects

Job Match Surveys

- On AlmostRealProducts.com, soft surveys are called Job Match Surveys
- Job Match Surveys available in each of the twelve company divisions
- Questions identical to those asked on assessments for similar jobs in the real world

Login/Access



Almost Real Products

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HOME | COMPANY | PHILANTHROPY | CAREERS | CONTACTS

Areas of this site are password protected and available only to subscription holders. For subscription information, [click here](#).

Password:

Login

If you find that your password is not working, try clicking the Login button rather than hitting the Enter button on your keyboard.

**Login from portal page or
from Careers page after
selecting a division.**

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COMPANY

PHILANTHROPY

CAREERS

CONTACTS

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Password:

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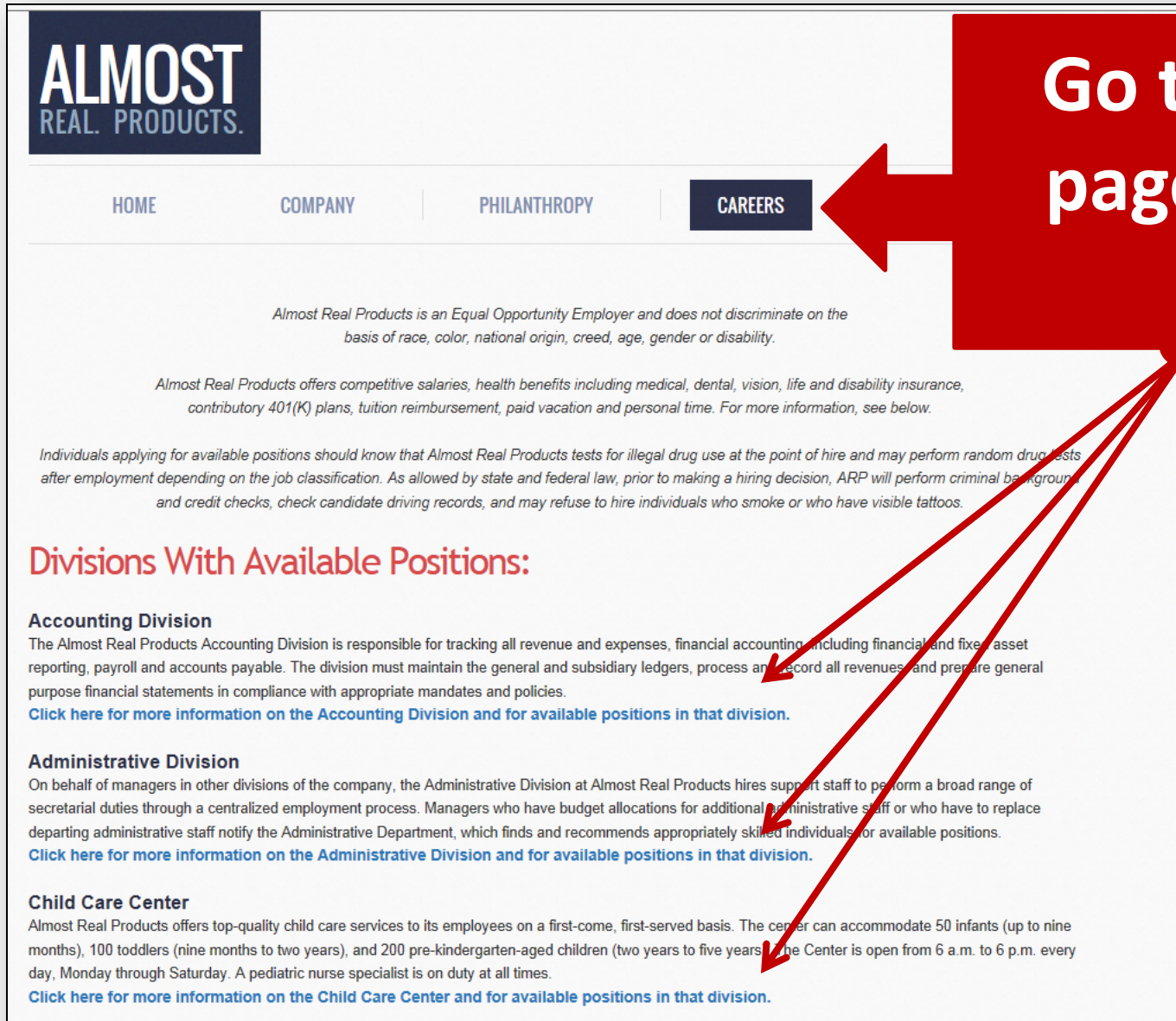
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**For a free trial and subscription
information, click here.**

Navigation



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HOME COMPANY PHILANTHROPY **CAREERS**

Almost Real Products is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability.

Almost Real Products offers competitive salaries, health benefits including medical, dental, vision, life and disability insurance, contributory 401(K) plans, tuition reimbursement, paid vacation and personal time. For more information, see below.

Individuals applying for available positions should know that Almost Real Products tests for illegal drug use at the point of hire and may perform random drug tests after employment depending on the job classification. As allowed by state and federal law, prior to making a hiring decision, ARP will perform criminal background and credit checks, check candidate driving records, and may refuse to hire individuals who smoke or who have visible tattoos.

Divisions With Available Positions:

Accounting Division
The Almost Real Products Accounting Division is responsible for tracking all revenue and expenses, financial accounting including financial and fixed asset reporting, payroll and accounts payable. The division must maintain the general and subsidiary ledgers, process and record all revenues, and prepare general purpose financial statements in compliance with appropriate mandates and policies.
[Click here for more information on the Accounting Division and for available positions in that division.](#)

Administrative Division
On behalf of managers in other divisions of the company, the Administrative Division at Almost Real Products hires support staff to perform a broad range of secretarial duties through a centralized employment process. Managers who have budget allocations for additional administrative staff or who have to replace departing administrative staff notify the Administrative Department, which finds and recommends appropriately skilled individuals for available positions.
[Click here for more information on the Administrative Division and for available positions in that division.](#)

Child Care Center
Almost Real Products offers top-quality child care services to its employees on a first-come, first-served basis. The center can accommodate 50 infants (up to nine months), 100 toddlers (nine months to two years), and 200 pre-kindergarten-aged children (two years to five years). The Center is open from 6 a.m. to 6 p.m. every day, Monday through Saturday. A pediatric nurse specialist is on duty at all times.
[Click here for more information on the Child Care Center and for available positions in that division.](#)

Go to the Careers page and select a division.

For more information, call 609-989-8315

Accounting Division

The Almost Real Products Accounting Division is responsible for tracking all revenue and payroll and accounts payable. The division must maintain the general and subsidiary ledger statements in compliance with appropriate mandates and policies.


The division also provides accounting oversight and guidance to other internal departments to ensure that generally accepted accounting principles are consistently observed, and that legal requirements, policies, and procedures are all consistently applied to maintain the integrity of the financial reporting process. The division is also responsible for management in budgeting, performance evaluation, cost management, and asset management.





Available Positions/How to Apply

All applicants for jobs in the Accounting Division are required to:

1. Complete and submit the Division Job Application, required for all available positions in the division.
[Click here to start working on the Division Job Application.](#)
2. Complete and submit the Job Match Survey, which will provide applicants with a sense of their 'fit' for available positions in the division.
[Click here to start working on the Division Job Match Survey.](#)
3. Complete and submit the Applicant Screening Questions, which will allow applicants to answer questions that may be asked of them during an interview.
[Click here to start working on the Applicant Screening Questions.](#)
4. Applicants must also complete and submit all pre-employment language, competency and mathematics tests associated with the desired position, listed in the column on the right in the chart below.

The assessments above, and those on the chart below, will determine whether applicants meet preliminary standards of employment. Applicants who successfully complete online assessments will also be required to participate in multiple personal interviews and additional knowledge and skills testing (including demonstrating proficiencies in common business software) in a timed, proctored environment.

Click on the plus symbol  below to see job requirements and descriptions and to access required assessments.

Assistant Bookkeeper	 \$30,500 annual salary
Bookkeeper	 \$37,900 annual salary
Accountant	 \$55,600 annual salary
Financial Analyst	 \$92,500 annual salary



Once on a
division page ...

...note step-by-step listing of activities


ent in budgeting, performance evaluation, cost management, and asset management.





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Assistant Bookkeeper	 \$30,500 annual salary
Bookkeeper	 \$37,900 annual salary
Accountant	 \$55,600 annual salary
Financial Analyst	 \$92,500 annual salary

Communications and Marketing Division

The Communications and Marketing Division is responsible for the company's internal and external communications and positioning. The division also assists the Sales Division with high-profile projects and publications, including product manuals, and marketing materials. The division is responsible for identifying customer wants/needs and is bi-cultural/bi-lingual in languages that include English, German, Russian, Hindi, and Japanese.

Available Positions/Hours

All applicants for jobs in the Communications and Marketing Division are required to:

1. Complete and submit the Division Job Application, required for all available positions in the division.

[Click here](#)

2. Complete a

[Click here](#)

3. Complete a

[Click here](#)

4. Complete a

[Click here](#)

5. Applicants

in the column

The assessments are available for applicants who have successfully completed the Division Job Application (including demonstration of

Taking a closer look ...

1. Complete and submit the Division Job Application, required for all available positions in the division.

[Click here to start](#) working on the Division Job Application.

2. Complete and submit the Job Match Survey, which will provide applicants with a

[Click here to start](#) working on the Division Job Match Survey.

3. Complete and submit the Interpretation and Inference Assessment to assess your knowledge

[Click here to start](#) working on the Interpretation and Inference Assessment.

4. Complete and submit the Applicant Screening Questions, which will allow applicants to

[Click here to start](#) working on the Applicant Screening Questions.

5. Applicants must also complete and submit all pre-employment language, competency, and background information in the column on the right in the chart below.

Communications and Marketing Division

The Communications and Marketing Division is responsible for the company's internal and external communications and positioning. The division also assists the Sales Division with high-impact sales documents, including brochures, reports, studies, and the like. The division must manage an incredibly diverse set of projects and publications, including such things as external media alerts and management of the press, internal employee newsletters, technical product manuals, and marketing flyers/brochures targeting individual products to specific customers based on statistically relevant surveys and research done to define customer wants/needs/purchasing trends. While the division must possess excellent business knowledge of English, individuals must be bilingual in languages that allow penetration into the following markets: German, Russian, Hindi, Arabic, Persian.

Available Positions/How to Apply

All applicants for jobs in the Communic

1. Complete and submit the Division Job Application. [Click here to start working on the Division Job Application.](#)
2. Complete and submit the Job Match Survey, which will provide applicants with a [Click here to start working on the Division Job Match Survey.](#)
3. Complete and submit the Interpretation and Inference Assessment to assess your knowledge of English. [Click here to start working on the Interpretation and Inference Assessment.](#)
4. Complete and submit the Applicant Screening Questions, which will allow applicants to be screened for the position. [Click here to start working on the Applicant Screening Questions.](#)
5. Applicants must also complete and submit all pre-employment language, competency, and background information in the column on the right in the chart below.

The assessments are available in the chart below. Applicants who have successfully completed the assessments (including demonstrations of language proficiency) will be eligible to apply for the position.

... the Job Match Survey is the second activity in each division.

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Communications and Marketing Division

The Communications and Marketing Division assists the Sales Division with high-impact sales projects and publications, including sales manuals, and marketing flyers/brochures. The division also assists the Sales Division with customer wants/needs/purchasing trends. The division is bilingual in languages that allow penetration into German, Russian, Hindi, Arabic, Persian, and Chinese markets.

Available Positions/How to Apply

All applicants for jobs in the Communications and Marketing Division must complete the following steps:

1. Complete and submit the Division Job Application. [Click here to start working on the Division Job Application.](#)
2. Complete and submit the Job Match Survey, which will provide applicants with a [Click here to start working on the Division Job Match Survey.](#)
3. Complete and submit the Interpretation and Inference Assessment to assess your knowledge of the English language. [Click here to start working on the Interpretation and Inference Assessment.](#)
4. Complete and submit the Applicant Screening Questions, which will allow applicants to be screened for the position. [Click here to start working on the Applicant Screening Questions.](#)
5. Applicants must also complete and submit all pre-employment language, competency, and background information in the columns on the right in the chart below.

The assessments are available in English, Spanish, and Chinese. Applicants who successfully complete the assessments (including demonstrations of language proficiency) will be eligible to apply for positions in the Communications and Marketing Division.

The division also assists the Sales Division with a highly diverse set of customers, including technical product sales, and research done to define target markets, including individuals who are bilingual in English, individuals who are bicultural in English and Mandarin Chinese, Japanese, and Spanish.

**Clicking on the link
will open the Job
Match Survey in a
new window.**

1. Complete and submit the Division Job Application, required for all available positions. [Click here to start working on the Division Job Application.](#)
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Using the Job Match Surveys

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Almost Real Products Job Match Survey Food Services Division

Your Full Name:

*Please use the name you used on your application form.

LOG OFF

1. My favorite subject in high school was:
 - a) Home Economics.
 - b) Science.
 - c) Social Studies.
 - d) Mathematics.
2. My favorite activity is:
 - a) directing people in a performance.
 - b) performing on stage.
 - c) planning a party.
 - d) going to a party.

Once into a Job Match Survey, users must fill in a name or the system will not score the assessment.

**Almost Real Products
Job Match Survey Food Services Division**

Your Full Name:

*Please use the name you used on your application form.

LOG OFF

1. My favorite subject in high school was:

- a) Home Economics.
- b) Science.
- c) Social Studies.
- d) Mathematics.

2. My favorite activity is:

- a) directing people in a performance.
- b) performing on stage.
- c) planning a party.
- d) going to a party.

**When taking a test,
users select answers
by clicking on
round buttons.**

8. Select the answer that most matches you:

- a) I want people to think of me as a person who is responsible, honest, and has integrity, so I behave in a manner that encourages that perception.
- b) I want people to think of me as a person who is open to anything, laughs a lot, and is ready to have fun at the drop of hat, and I behave in a manner that encourages that perception.
- c) I want people to think of me as a conduit of information about other people and how they can help each other, and I behave in a manner that encourages that perception.
- d) I want people to think of me as a fully rounded person, interested in the arts and science, great conversation and books, and I behave in a manner that encourages that perception.

9. I think money is

- a)
- b)
- c)
- d)

10. When I am doing

- a)
- b)
- c)
- d)

Print Before You Submit

If you would like a record of the answers you have selected, print this page before you hit the 'Submit' button. You will have a second opportunity to print your answers from the 'Review Answers' page.

PRINT THIS PAGE

SUBMIT

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At the end of the survey, use this link to print out a copy of the test for instructor review. This serves as an opportunity for the instructor to review each question with the student or client to ensure they increase the keys to success when taking this type of assessment.

8. Select the answer that most matches you:
- a) I want people to think of me as a person who is responsible, honest, and has integrity, so I behave in a manner that encourages that perception.
 - b) I want people to think of me as a person who is open to anything, laughs a lot, and is ready to have fun at the drop of hat, and I behave in a manner that encourages that perception.
 - c) I want people to think of me as a conduit of information about other people and how they can help each other, and I behave in a manner that encourages that perception.
 - d) I want people to think of me as a fully rounded person, interested in the arts and science, great conversation and books, and I behave in a manner that encourages that perception.

9. I think money is:
- a) not important in the great scheme of the universe - things will always work out even if you don't have money.
 - b) something to be spent while living a full and enjoyable life.
 - c) something that should be invested and saved to secure a full and enjoyable life.
 - d) the root of all evil.

10. When I am doing a job, I:
- a) often take short-cuts to get through the work as quickly as possible.
 - b) work diligently and carefully, never taking short-cuts that might lead to errors.
 - c) like to have the television and/or music playing.
 - d) like to work in spurts, breaking up the work with other things to do.

Print Before You Send

If you would like a record of the answers you have selected, print this page before you hit the 'Submit' button. You will have a second opportunity to print your answers from the 'Review Answers' page.

Use 'Submit' for instantaneous scoring.

PRINT THIS PAGE

SUBMIT

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Scoring

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The Completed Almost Real Products
Job Match Survey Accounting Division Results

After submission, a Results page displays.

Almost Real Products Job Match Survey Accounting Division shows that the probability you will enjoy a job in the Accounting Division is:

80%.

To print this page, click on the 'Print This Page' button below. To review your answers, click the 'Review Answers' button below.

PRINT THIS PAGE **REVIEW ANSWERS**

[Go Back to ARP Website](#)



The Completed Almost Real Products Job Match Survey Accounting Division Results

Kyla, the result of your

Almost Real Products Job Match Survey Accounting Division shows that the probability you will enjoy a job in the Accounting Division is:

80%.

To print this page, click on the 'Print This Page' button below. To review your answers, click the 'Review Answers' button below.

[PRINT THIS PAGE](#)

[REVIEW ANSWERS](#)

[Go Back to ARP Website](#)

Use this link to print for user records.



The Completed Almost Real Products Job Match Survey Accounting Division Results

Kyla, the result of your

Almost Real Products Job Match Survey Accounting Division shows that the probability you will enjoy a job in the Accounting Division is:

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[PRINT THIS PAGE](#)

[REVIEW ANSWERS](#)

[Go Back to ARP Website](#)

**This link produces a scored copy of
the assessment.**

6. Which of the following describes you:

- a) I like making my own decisions and taking responsibility for them.
- b) I am okay if someone tells me what to do some of the time.
- c) I am okay if someone gives me rules I have to follow.
- d) I am okay if I never

7. Which of the following describes your

- a) I like to interact w
- b) I like to be with a f
- c) I like to be with my
- d) I like to be by mys

8. Select the answer that most matches

- a) I want people to be and has integrity, perception.
- b) I want people to th a lot, and is ready manner that encor
- c) I want people to th people and how th encourages that p
- d) I want people to th arts and science, manner that encor

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6. Which of the f

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- b)
- c)
- d)

7. Which of the f

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- b)
- c)
- d)

Scored copies use happy or sad faces to indicate match/ no match.

6. Which of the following describes you:
- a) I like making my own decisions and taking responsibility for them.
 - b) I am okay if someone tells me what to do some of the time.
 - c) I am okay if someone gives me rules I have to follow.
 - d) I am okay if I never have to make a single decision on the job.

7. Which of the following describes your likes:
- a) I like to interact with a lot of people.
 - b) I like to be with a few of my closest friends as often as possible.
 - c) I like to be with my family more than any other group of people.
 - d) I like to be by myself more than I like to be with people.

8. Select the answer that most matches you:
- a) I want people to think of me as a person who is responsible, honest, and has integrity, so I behave in a manner that encourages that perception.
 - b) I want people to think of me as a person who is open to anything, laughs a lot, and is ready to have fun at the drop of hat, and I behave in a manner that encourages that perception.
 - c) I want people to think of me as a conduit of information about other people and how they can help each other, and I behave in a manner that encourages that perception.
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 - d) the root of all evil.

Whether 'right' or 'wrong' or whether a match or not, the answers the employer prefers are 'correct' and shown in green text.

9.

I think money is:

- a) not important in the great scheme of the universe - things will always work out even if you don't have money.
- b) something to be spent while living a full and enjoyable life.
- c) **something that should be invested and saved to secure a full and enjoyable life.**
- d) the root of all evil.



10.

When I am doing a job, I:

- a) often take short-cuts to get through the work as quickly as possible.
- b)
- c)
- d)



Printing this page will produce a hard copy of a user's performance for his/her file.

Print Before You Exit

If you would like a record of your performance on this assessment, click on the 'Print This Page' button below.

PRINT THIS PAGE

RETURN TO RESULTS PAGE

[Go Back to ARP Website](#)

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Challenges

- Job candidates are often stymied by these questions (no 'right' answer)
- The right answer is the one the employer wants
- Some are easy to guess, others much more difficult

3.

My dream job would be:

- a) outdoors
- b) in an office
- c) in a restaurant
- d) in a factory

4.

Which of the following best describes your dislikes:

- a) being cold
- b) being too hot
- c) being in the rain or snow
- d) none of the above would really bother me

5.

Which of these interests you the most?

- a) working with machines and tools
- b) working with people
- c) supervising people
- d) using my computer

For a job in the Horticulture Division, some choices (employer preferences) are clear, especially after reading the division description.

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8. As a scientist, what do you believe your most important role would be?

- a) to contribute to the company's bottom line
 - b) to extend, as much as possible, the growth of scientific knowledge
 - c) to create innovative products for my employer
 - d) to do the best job possible to earn the highest paycheck
-

9. Which statement would NOT be correct?

- a) Science is a systematic enterprise that builds and organizes knowledge in the form of testable explanations and predictions about the universe.
- b) The sciences include biology, chemistry, physics, astrology, and oceanography.
- c) Science forms the foundation for the growth of culture and the arts with its potential to free the human spirit from the restrictions of limited food production, the debilitating effects of disease, and the restrictions inherent in extremes of climate.
- d) Science extends and enriches our lives, expands our imagination and liberates us from the bonds of ignorance and superstition.

**Others may not be as clear, as these from
the Research and Development Division.**

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5. I believe:
- a) Good writers are made at birth; people are either born with the talent to write or they are not.
 - b) Good writers are made: the more a writer practices, the better.
 - c) Good writers should not be influenced by other writers; the talent should be left to develop on its own.
 - d) Good writers are usually formed by high school graduation; a college degree in writing is just 'icing on the cake.'
-

6. How would you describe yourself?
- a) detail-focused but not very creative
 - b) very creative but not focused on detail much
 - c) can be focused or creative, depending on the job at hand
 - d) never really analyzed myself in this way
-

7. I would like to be a writer because:
- a) I love the way language can be used to influence people for various purposes.
 - b) I feel language can help me express myself and my innermost feelings and thoughts.
 - c) I believe that a good story has the power to change the world.
 - d) I want to make a lot of money using the great language skills I have acquired.

And these from the Communications Division.

Or these from the Manufacturing Division.

6. The machine you were operating doesn't seem to be working right. The man who used it before you, who is a master mechanic, said it worked fine for him. But you think there's something wrong somewhere. What do you do?
- a) Nothing. If the master mechanic thought there was nothing wrong with it, then it must be fine.
 - b) Nothing. Even if there is something wrong with it, the master mechanic won't like it if you go over his head.
 - c) Tell the person on the next shift you think there is something wrong with the machine.
 - d) Machines that are broken/breaking are dangerous. Before you leave, you tell your boss that you think there is something wrong with the machine.

7. If your supervisor told you that your operator's license is about to expire and you need to take a refresher course and pass the newest operator examination. You will of course do what you need to do to keep your job, but inside, what are you thinking:
- a) Who cares? I do perfectly fine on all the machines. I don't know why I need a new license every year anyway. It's such a waste of time.
 - b) Suppose I fail the test? I will lose my job, and then what will I do?
 - c) I passed the test before and I will again. And I know learning something is always a good thing.
 - d) Maybe if I ace the test, I will get a bonus.

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Solutions

- Think like the employer
- Keep the characteristics of a job in mind when answering questions
- Remember that employers might have career ladders in place and their tests could be measuring future potential as well as compatibility for posted jobs

Possible Downfalls for Users

- No one who wants a job – or wants to keep a job – should lie about anything
- But it is easy to lie on ‘soft’ surveys because no one really knows, for example, what a user’s favorite course in high school was

Do NOT Lie

- To say 'math' was a favorite subject when it was the most hated subject will serve neither the user nor the employer very well
- Further in-person proctored tests will most likely uncover the truth anyway and the lie will just waste time

Use the Broadest Interpretation

- While math may not have been the most favorite overall subject, if a job applicant liked math more than *many* other subjects, and achieved a decent GPA in math courses, it would be acceptable to say it was a favorite subject.

Proceed to Other Chapters

1. Overview
2. Using Online Job Application Forms
3. Using Job Match Surveys
4. Using Open-Ended Questions
5. Strategic Career Awareness 'Research'
6. Using Pre-employment Assessments
7. Using Job Competency Assessments