

[www.AlmostRealProducts.com](http://www.AlmostRealProducts.com)

**ALMOST**  
REAL. PRODUCTS.

**A fictitious company.**

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

# Chapter 4

## Using Applicant Screening Questions

Topic	Slide number
Anticipated Outcomes for Users	3 - 4
Overview	5 - 10
Login/Access	11
Navigation	12 - 18
Sample Questions	19 -
Methodology	20 - 23
Print, Clear, Send	24 - 28
Proceed to Other Chapters	29

# Anticipated Outcome I

- **Users will improve their ability to successfully answer essay questions commonly found within online job applications**

# Anticipated Outcome II

- Users will improve their ability to respond to live interview questions with effective, concise answers

# Overview

- As more employers begin using online applications, many include 'open-ended' (essay) questions in the process
- AlmostRealProducts.com offers users the opportunity to practice answering open-ended 'essay' questions, called 'Applicant Screening Questions'

# Automated Software

- Some larger employers are using software that 'reads' and 'grades' answers provided by job candidates
- Almost Real Products does not use software that 'reads' or 'grades' answers but users can print their work for review with instructors

# Almost Real Differs

- Job applicants should learn to use key words when constructing answers to open-ended questions found in online job applications
- Students/clients should be encouraged to use key words when composing answers on [AlmostRealProducts.com](http://AlmostRealProducts.com)

# Almost Real

- **Key résumé words are action words that establish accomplishment**
- **Many lists of these words can be found on the Internet**
- **Examples are: increased, managed, directed, developed, established, negotiated, planned, initiated, etc.**



# More Almost Real

- Each division has its own set of ten Applicant Screening Questions, creating twelve diverse exercises
- As in the real world, all open-ended questions are text-limited (2,000 characters)

# More Differences

- **Importantly, Applicant Screening exercises include the 100 most common questions used during live interviews**
- **Users can read questions and formulate effective, concise answers for essay questions encountered on employer websites *and* in live interviews**

# Login/Access

Almost Real Products

**ALMOST**  
REAL. PRODUCTS.

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.

To get a login and free trial, call 609-989-8315

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

# Navigation

**ALMOST**  
REAL. PRODUCTS.

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 expenses, financial statements, payroll and accounts payable. The division must maintain the general and subsidiary ledgers, process financial 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 observed, and that legal requirements, policies, and procedures are all consistently applied to maintain the integrity of the financial reporting 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.

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

Once on a  
division page ...

## 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.

The division also provides accounting oversight and guidance to other internal departments to ensure that generally accepted accounting principles (GAAP) are observed, and that legal requirements, policies, and procedures are all consistently applied to maintain the integrity of the financial records. The division assists 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.

**Note listing of available jobs.**

online assessments are required to participate in multiple personal interviews and additional knowledge and skills testing (including demonstrating proficiencies in common business applications) in a proctored environment.

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

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



## Taking a closer look ...

### Research and Development

The Research and Development department is responsible for the development of the competition. The R&D department is responsible for the development of the competition.

Companies thrive and succeed primarily responsible for ensuring that the company's opinions, desires, purchasing decisions, and preferences are gathered all the data, and make the company on top of current market trends.

Available Positions/How to Apply

All applicants for jobs in the Research and Development department must complete the following steps:

1. Complete and submit the Division Job Application, required for all applicants.  
[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.

## Research and Development

The Research and Development division is responsible for understanding the competition. The R&D division is primarily responsible for ensuring that the company is aware of the latest opinions, desires, purchasing habits, and trends. The R&D division gathers all the data, and makes recommendations to the company on top of current market trends.

Companies thrive and succeed primarily responsible for ensuring that the company is aware of the latest opinions, desires, purchasing habits, and trends. The R&D division gathers all the data, and makes recommendations to the company on top of current market trends.

Available Positions/How to Apply

All applicants for jobs in the Research and Development division must complete the following steps:

1. 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.](#)
2. 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.](#)
3. 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 Applicant Screening Questions are the third activity in each division.**

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

3. Complete and submit the Applicant Screening Questions, which

[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.



# One Exception

- **On the Communications and Marketing division, the Applicant Screening Questions are preceded by the Interpretation and Inference Assessment**

# Recommended for All

- **The Interpretation and Inference Assessment gauges a user's ability to gather information about a company from its website**
- **Because most employers expect applicants to have this ability, all users should complete this assessment**

Where would you like to be in your career five years from now?  
*Do not exceed 2,000 characters in the box below.*

List each step required to tie a shoe, one at a time.  
*Do not exceed 2,000 characters in the box below.*

What is your biggest weakness?  
*Do not exceed 2,000 characters in the box below.*

What qualities do you look for in a boss?  
*Do not exceed 2,000 characters in the box below.*

What has been the greatest disappointment in your life?  
*Do not exceed 2,000 characters in the box below.*

How will your greatest strength help you perform?  
*Do not exceed 2,000 characters in the box below.*

Would you rather be liked or feared?  
*Do not exceed 2,000 characters in the box below.*

Describe what would be a typical week for you.  
*Do not exceed 2,000 characters in the box below.*

## Sample Applicant Screening Questions

# Methodology

- It is critical that job applicants not interpret questions just on their surface
- For example, if a question asks to list the steps used to tie a shoe, the employer is really looking for a person who can break down a complex problem and communicate solutions

# Looking for Reasons

- **Poor quality answers will be a reason to quickly eliminate a candidate early in the application process, so individuals need to answer questions carefully**
- **As with résumés, mistakes in spelling and grammar will count against, and may eliminate, candidates**

# Limitations Count

- Similarly, if the candidate does not abide by the word/character limitation, their application will be eliminated
- Employers report that many applicants end online answers in mid-sentence because they keep typing after the text limit has been exceeded

# Use Word Processing

- **Candidates must learn to construct their answers in a word processing program, perform grammar and spell checks, and do a word or character count as they work to perfect their answers, then copy and paste to the online application**

What was your biggest accomplishment over the last five years?  
*Do not exceed 2,000 characters in the box below.*

**After completing  
Applicant Screening  
Questions,  
print out page for  
instructor review.**

**Print Before** **Send**

Before you hit the **Send** button, review the information carefully and print this page. Once the "Send" button is clicked, you will not be able to retrieve or change your data.

**PRINT THIS PAGE**

**CLEAR**

**SEND**

If you are not redirected to a Thank You page after hitting the Send button, scroll up to see if your application is incomplete.



What was your biggest accomplishment over the last five years?  
Do not exceed 2,000 characters in the box below.

## Taking a closer look ...

**ALMOST**  
REAL. PRODUCTS.

### Print Before You Send

Before you hit the 'Send' button, review the information carefully and print this page before you are able to retrieve or change the data.

PRINT THIS PAGE

CLEAR

SEND

If you are not redirected to a Thank You page after hitting the Send button, scroll up to see if your application is incomplete.

### Print Before You Send

Before you hit the 'Send' button, review the information carefully and print this page before you are able to retrieve or change the data.

PRINT THIS PAGE

CLEAR

SEND

If you are not redirected to a Thank You page after hitting the Send button, scroll up to see if your application is incomplete.

**ALMOST**  
REAL. PRODUCTS.

What was your biggest accomplishment over the last five years?

Do not exceed 2,000 characters in the box below.

carefully and print this page

able to retrieve or change the data.

**PRINT THIS PAGE**

**CLEAR**

**SEND**

If you are not redirected to a Thank You page after hitting the Send button, scroll up

**Print Before You Send**

Before you hit the 'Send' button, retrieve or change the data.

**PRINT THIS PAGE**

**CLEAR**

**SEND**

If you are not redirected to a Thank You page after hitting the Send button, scroll up to see if your application is incomplete.

**ALMOST**  
REAL PRODUCTS.

**... print to review information ...**

What was your biggest accomplishment over the last five years?

Do not exceed 2,000 characters in the box below.

**... or 'Clear' to erase all information.**

**PRINT THIS PAGE**

**CLEAR**

**SEND**

If you are not redirected to a Thank You page after hitting the Send button, scroll up

**Print Before You Send**

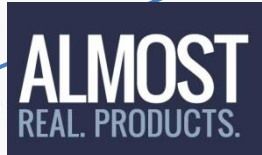
Before you hit the 'Send' button, retrieve or change the data.

**PRINT THIS PAGE**

**CLEAR**

**SEND**

If you are not redirected to a Thank You page after hitting the Send button, scroll up to see if your application is incomplete.



What was your biggest accomplishment over the last five years?

Do not exceed 2,000 characters in the box below.

**ALMOST**  
REAL. PRODUCTS.

**'Send' delivers a 'Thank you for sending' message, but personal data entered by users are never collected.**

print this page

**CLEAR**

**SEND**

If you are not redirected to a Thank You page after hitting the Send button, scroll up

**Print Before You Send**

Before you hit the 'Send' button, retrieve or change the data.

**PRINT THIS PAGE**

**CLEAR**

**SEND**

If you are not redirected to a Thank You page after hitting the Send button, scroll up to see if your application is incomplete.

# 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