

www.AlmostRealProducts.com

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A fictitious company.

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

Chapter 5

Strategic Career Awareness

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Anticipated Outcome I

- Users will understand the relationship between education, employment, and earnings

Anticipated Outcome II

- Users will understand that careers in STEM (Science, Technology, Engineering, Mathematics) fields generate high salaries (often higher than people with equivalent or less academic preparation in non-STEM fields)

Overview

- **Experts predict that in just ten years, every job in every sector will demand more education than currently required**
- **Over 70 – 80 percent of the jobs that will be available when today's students are adults have not been invented yet**

A Different Future

- More than ever before, job seekers will need to be life-long learners and need to be able to analyze the job market and make strategic career decisions
- AlmostRealProducts.com can illustrate how to think about career decisions and educational preparation

Where the Jobs Are: STEM

- The fields in which jobs are, and will be, most abundant will be in the STEM fields
- Yet the United States continues to fall behind in student performance in academic subjects that are the foundation for employment in STEM

Time to Consider

- Health care and its related fields will generate more jobs than any other sector
- Users who are in high school or college may want to consider academic course selections based on what they learn through this exercise

Career Considerations

- Slide 23 in this presentation offers a link to a printable document (called Career Considerations) that can provide students/clients with a guided learning exercise that will help them understand the link between salary and education and the value of STEM careers

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 or return key on your keyboard.

[privacy policy](#) [Home](#) [Company](#)

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

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 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.

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 ...

Accounting Division

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Note listing of available jobs.

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4. Applicants must also complete and submit all pre-employment assessments (see the chart below for details) in the column on the right in the chart below.

The assessments above, and those on the chart below, will determine the order of seniority. Applicants who complete the online assessments will also be required to participate in multiple choice assessments (using common business software) in a timed, proctored environment.

Click on the plus symbol  below to see the chart.

Assistant Bookkeeper	
Bookkeeper	
Accountant	
Financial Analyst	

Jobs are listed by order of seniority in the division. Individuals with the most authority are at the bottom of the list.

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and descriptions and to access required assessments.

+

\$30,500 annual salary

+

\$37,900 annual salary

+


\$55,600 annual salary

+


\$92,500 annual salary

Unlike most employer websites, which don't post salaries, national average salaries are listed.


Taking a closer look, note 'plus' sign in small boxes ...

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

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Accountant

 **\$55,600 annual salary**

Financial Analyst

 **\$92,500 annual salary**

Assistant Bookkeeper		\$30,500 annual salary
Job Requirements	Job Description	Sample Assessments of Necessary Knowledge
<p>Associate's Degree in Bookkeeping or Accounting</p> <p>In-depth understanding of Excel and other accounting software packages required</p> <p>Excellent interpersonal skills required</p> <p>Excellent knowledge of spoken English necessary</p>	<p>Compute, classify, and record numerical data to keep financial records complete.</p> <p>Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records.</p> <p>Check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers.</p> <p>Operate 10-key calculators, typewriters, and copy machines to perform calculations and produce documents.</p> <p>Perform general office duties such as filing, answering telephones, and handling routine correspondence.</p> <p>Check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes.</p> <p>Operate computers programmed with accounting software to record, store, and analyze information.</p> <p>Comply with federal, state, and company policies, procedures, and regulations.</p>	<p>Language Test for Assistant Bookkeepers</p> <p>Competency Test for Assistant Bookkeepers</p> <p>Mental Agility Mathematics Test for Assistant Bookkeepers</p>
		\$37,900 annual salary
Accountant		\$55,600 annual salary

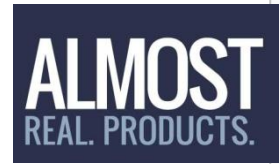
... and a more complete description of the job appears.

Navigation

Assistant Bookkeeper		\$30,500 annual salary
Job Requirements	Job Description	Sample Assessments of Necessary Knowledge
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Job Requirements list education levels needed for the job.



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	<p>Comply with federal, state, and company policies, procedures, and regulations.</p>	
Bookkeeper		\$37,900 annual salary
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Connecting job requirements to salary presents a consistent picture of the connection between education and earnings.

However, there are some exceptions. Note that the Pediatric Nurse makes more than the Director of the Child Center, who is the head of the entire division. There are several instances in this 'company' where STEM employees receive higher salaries than their non-STEM managers.

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


Child Care Assistant

 \$19,300 annual salary

Early Childhood Teacher

 \$29,000 annual salary

Pediatric Nurse

 \$51,000 annual salary

Child Care Center Director

 \$39,000 annual salary

That and More

- **To help AlmostRealProducts.com users learn to think strategically about careers and the educational preparation necessary to achieve career goals, AlmostRealProducts.com offers a four-page guided learning worksheet**

Guided Learning Worksheet

- **Click here to download the Career Considerations Worksheet for use with students/clients to create strategic career awareness**

Proceed to the Next Chapter

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