

www.AlmostRealProducts.com

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A fictitious company.

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

Chapter 6

Using Pre-employment Tests

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Anticipated Outcome I

- Users will get a better sense of their job readiness with mathematics, English, and competency assessments similar those used by employers
- Users will understand how academic content integrates into a diverse range of jobs and the process of getting a job

Anticipated Outcome II

- **Users will understand why they need to learn basic academic material**
- **Users who generate gaps on assessments will work to gain the academic knowledge they need to better compete for available jobs**

Overview

- **Because so many students graduate from high school – and even college – without learning the academic skills they need to get a job, almost all employers test for English and mathematics at the point of hire**
- **Even experienced workers are tested**

Online vs. In-person

- The online unproctored tests found on Almost Real Products would usually be followed by an in-person test in a proctored environment
- Most employers would not allow the use of a calculator or access to the Internet during any test

No Mistakes Accepted

- Any employer offering online pre-employment tests would expect job candidates who take those tests to perform flawlessly, because they can access online resources that would help them answer questions correctly
- Submissions with errors are eliminated

Range of Assessments

- **Material on pre-employment tests on Almost Real Products range from grade 6 to grade 10 or 11 in three key subjects (English, Mathematics, and Science)**
- **English assessments include vocabulary, grammar, and reading comprehension**

More Assessments

- **Math assessments span basic numeracy through Algebra I**
- **Science content pertinent for specific jobs is presented within the context of ‘Competency’ tests, which are covered in the final chapter of this tutorial**

An Employer's View of Math

- **Almost all employers:**
 - ✓ Believe math is an indicator of mental agility
 - ✓ Test for math at the point of hire
 - ✓ Restrict the use of a calculator during these tests, which are usually proctored and timed
- **Math is also the clearest predictor of college degree attainment**

An Employer's View of English

- **Almost all employers:**
 - ✓ **Place high value on communications skills**
 - ✓ **Will expect employees to read, write, and speak English to specific levels of accuracy required for safety and to meet the demands of the job**
 - ✓ **Will appreciate individuals who can parse the language**

An Employer's View of Science

- **More jobs exist in STEM (Science, Technology, Engineering, Math) fields**
 - ✓ **The largest proportion of available jobs will be created in the health care field**
 - ✓ **STEM jobs are among the best-paying jobs in the economy**
 - ✓ **Jobs span the gamut of the sciences**

Assessment Difficulty

- **Assessments on Almost Real Products reflect the level of education and training demanded by the job**
- **Low-skill, low-wage jobs demand a lower level of academic sophistication than high-skill, high-wage jobs**

Exemptions

- **On Almost Real Products, jobs demanding Bachelor's Degrees or higher do not offer assessments**
- **However in the real world, job candidates with these credentials might not have to submit to online tests, but skills will be assessed at some point**

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

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

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

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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.


...note listing of available jobs.





The results of the Job Match Survey, and those on the chart below, will determine whether applicants meet preliminary standards of employment. Applicants who successfully complete on-line assessments will also be required to participate in multiple personal interviews and additional knowledge and skills testing (including demonstrating proficiencies in 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

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





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... click on the 'plus' sign ...

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 **\$30,500 annual salary**


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Accountant


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Financial Analyst

 **\$92,500 annual salary**

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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**

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>

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

☒ \$37,900 annual salary

Accountant

☒ \$55,600 annual salary

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Bookkeeper

\$30,500 annual salary

Job Requirements

Associate's Degree in Bookkeeping or Accounting

In-depth understanding of Excel and accounting software packages required

Excellent interpersonal skills required

Excellent knowledge of spoken English necessary

Language and mathematics assessments required for that job are listed in the right column. Clicking on the link will open the assessment in a new window.

Sample Assessments of Necessary Knowledge

[Language Test for Assistant Bookkeepers](#)

[Competency Test for Assistant Bookkeepers](#)

[Mental Agility Mathematics Test for Assistant Bookkeepers](#)

procedures, and regulations.

Bookkeeper

\$37,900 annual salary

Accountant

\$55,600 annual salary

Assistant Bookkeeper

\$30,500 annual salary

Some jobs also require a competency assessment. As mentioned previously, use of those tests is covered in the final chapter of this tutorial.

Sample Assessments of Necessary Knowledge

[Language Test for Assistant Bookkeepers](#)

[Competency Test for Assistant Bookkeepers](#)

[Mental Agility Mathematics Test for Assistant Bookkeepers](#)

Comply with federal, state, and company policies, procedures, and regulations.

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Bookkeeper

\$37,900 annual salary

Accountant

\$55,600 annual salary

Using Pre-employment Assessments



Almost Real Products
Mental Agility Mathematics Test for Botanical Associates

Your Full Name:
*Please use the name you used on your application form.

[LOG OFF](#)

1. Add the fractions and select the right answer.

$$\frac{4}{5} + \frac{9}{10}$$

a) $1 \frac{7}{10}$

b) $\frac{13}{15}$

c) 3.2

d) $\frac{13}{50}$

2. Is the mathematical statement below True or False?

$$\underline{6} < \underline{7}$$

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



Almost Real Products Mental Agility Mathematics Test for Botanical Associates

Your Full Name:

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

LOG OFF

1. Add the fractions and select the right answer.

$$\frac{4}{5} + \frac{9}{10}$$

- a) $1 \frac{7}{10}$
- b) $\frac{13}{15}$
- c) 3.2
- d) $\frac{13}{50}$

2. Is the mathematical statement below True or False?

$$\underline{6} < \underline{7}$$

**Some questions on
math assessments
gauge general
math ability.**



Almost Real Products
Mental Agility Mathematics Test for Botanical
Associates

4. The formula for mixing GreenGlo powdered fertilizer in water is $\frac{1}{4}$ cup of the fertilizer for every two gallons of water. You need to water a flower garden that you know will take 23 gallons of water. How much powdered fertilizer will you need to use?
- a) 3 and $\frac{1}{2}$ cups
 - b) 2 and $\frac{1}{4}$ cups
 - c) 2 and $\frac{7}{8}$ cups
 - d) 4 cups
-
5. You need to put in a flower garden around the Almost Real Products sign which has a rectangular base. You have enough garden soil to spread on a 40 square foot rectangle. When you begin to dig, what will the length and width of the rectangle be?
- a) 12 feet by 20 feet
 - b) 4 feet by 10 feet
 - c) 10 feet by 20 feet
 - d) 8 feet by 8 feet

Others will be very relevant to the job.

**Almost Real Products
Language Test for Table Bussers**

1. Put the salt _____ on the table:

- a) shaker
- b) container
- c) service
- d) glass

2. _____ them another pitcher of water.

- a) Take
- b) Deliver
- c) Bring
- d) Do

3. To separate spaghetti from the water it's cooked in, most people use a:

- a) net
- b) colander
- c) slotted spoon
- d) blender

**Assessments in
English might offer
questions that test
vocabulary.**

**Others test grammar at
varying levels of ability.**

1. Put the salt _____ on the table:

- a) shaker
- b) container
- c) service
- d) glass

2. _____ them another pitcher of water.

- a) Take
- b) Deliver
- c) Bring
- d) Do

1. I wish I _____ the Queen.

- a) was
- b) were
- c) be
- d) am

2. There were far _____ people in the room after two hours.

- a) minus
- b) less
- c) few
- d) fewer

3. The people _____ started the revolution were well-served by afterwards.

- a) that
- b) which
- c) who
- d) when

Almost Real Products Reading Comprehension Test for General Handypersons

The term handyman or handywoman (handyperson) increasingly describes a paid worker performing tasks from unskilled to highly skilled, that can include painting, drywall repair, remodeling, minor plumbing work, minor electrical work, household carpentry, sheetrock, crown moulding, and furniture and light machine assembly.

Many people can do common household repairs. There are resources on the Internet, as well as do-it-yourself guide books with instructions about how to complete a wide range of projects. Sometimes the 'fix-it skill' is seen as genetic, and people lacking such skills are said to 'lack the handy-man gene.' One trend is that fewer homeowners are inclined to do fix-up jobs, perhaps because of time constraints, perhaps because of lack of interest; one reporter commented 'my family's fix-it gene petered out before it reached my generation.' A primary rule for all do-it-yourself repair work is focus entirely on one thing at a time, for example, focus on getting a nail; then focus on hammering the nail; but don't try to do both tasks simultaneously. In this manner, injuries and mistakes are avoided.

Historically, the job of paid handyman was low status - a semi-skilled labor job. While it is still a less prestigious occupation than a specialist such as a plumber, electrician, or carpenter, the status of the career is changing rapidly. The emergence of large national 'handyperson' chains has started to change perceptions by emphasizing professionalism and the fact that a handyperson is actually a technician with multiple skills and a wide range of knowledge.

In a two-year period, the market for home-maintenance and estimate was that the market in the United States was \$126 annually. American homes are aging; one report estimates that older than 25 years. As populations worldwide tend to become people will be less inclined and able to maintain their homes handyman/handywoman services will grow.

**Others test reading
comprehension.**

Almost Real Products
Reading Comprehension Test for Staff Writers

from "The Patron" by Guy de Maupassant

We never dreamed of such good fortune! The son of a provincial bailiff, Jean Marin had come, as do so many others, to study law in the Quartier Latin. In the various beer-houses that he had frequented he had made friends with several talkative students who spouted politics as they drank their beer. He had a great admiration for them and followed them persistently from cafe to cafe, even paying for their drinks when he had the money.

He became a lawyer and pleaded causes, which he lost. However, one morning he read in the papers that one of his former comrades of the Quartier had just been appointed deputy.

He again became his faithful hound, the friend who does the drudgery, the unpleasant tasks, for whom one sends when one has need of him and with whom one does not stand on ceremony. But it chanced through some parliamentary incident that the deputy became a minister. Six months later Jean Marin was appointed a state councillor.

He was so elated with pride at first that he lost his head. He went himself off, as though one could tell by his appearance what pleased the shopkeepers as soon as he entered a store, bringing it in insignificant remarks and even to the news vendors and the c

"I, who am a state councillor--"

Then, in consequence of his position as well as for professional reasons, being an influential and generous man, he felt an imperious need of patronizing others. He offered his support to everyone on all occasions and with unbounded generosity.

When he met anyone he recognized on the boulevards he would advance to meet them with a charmed air, would take their hand, inquire after their health, and, without waiting for any questions, remark:

**Some are more
challenging
than others.**

Scoring

- Unlike Job Match Surveys, content matter tests are not ‘soft’ tests but have right and wrong answers
- Unlike Job Match Surveys, which are scored with happy or sad ‘faces,’ content assessments are scored with a check if correct or an ‘X’ if incorrect

to take shelter in a doorway. An old priest was standing there--and became a councillor M. Marin did not like the clergy. Now he treated the cardinal had consulted him on an important matter. The rain convinced the two men to take shelter in the porter's lodge so as to avoid getting wet. Itching to talk so as to let people know who he was, remarked:

"This is horrible weather, Monsieur l'Abbe."

1. Jean Marin was:

- a) the son of a regional law enforcement official.
- b) the son of a local lawyer.
- c) the son of a cardinal.
- d) the son of a poor man.

2. Jean Marin started his career as:

- a) an effective lawyer.
- b) a deputy.
- c) a state councillor.
- d) an ineffective lawyer.

3. Jean Marin became a state councillor:

- a) by chance, through some parliamentary incident.

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

9. Which of the words below would BEST describe Jean Marin?

- a) supercilious
- b) self-effacing
- c) altruistic
- d)

10. 'The rain can

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

Print Before

If you would
'Submit' button
Answers' page

At the end of the assessment, this link will print out a copy 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.

PRINT THIS PAGE

SUBMIT

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9. Which of the words below would BEST describe Jean Marin?

- a) supercilious
- b) self-effacing
- c) altruistic
- d) philanthropic

10. 'The rain came down in torrents ... inundating the streets,' means:

- a) washing the litter off the streets.
- b) covering the streets with water.
- c) emptying the streets - all the people took cover as did Jean and the priest.
- d)

Print Before You See

If you would like a review of your answers, click the 'Review Answers' button before you hit the 'Submit' button. You will have a second opportunity to enter your answers from the 'Review Answers' page.

Use 'Submit' for instantaneous scoring.

PRINT THIS PAGE

SUBMIT





The Completed Almost Real Products Reading Comprehension Test for Staff Writers Results

Andrew, your score of

Alm

After submission, a Results page displays.

50%.

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 Reading Comprehension Test for Staff Writers Results

Andrew, your score on the
Almost Real Products Reading Comprehension Test for Staff Writers is:
50%.

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

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REVIEW ANSWERS

[Go Back to ARP Website](#)

Use this link to print for user records.



The Completed Almost Real Products Reading Comprehension Test for Staff Writers Results

Andrew, your score on the
Almost Real Products Reading Comprehension Test for Staff Writers is:
50%.

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

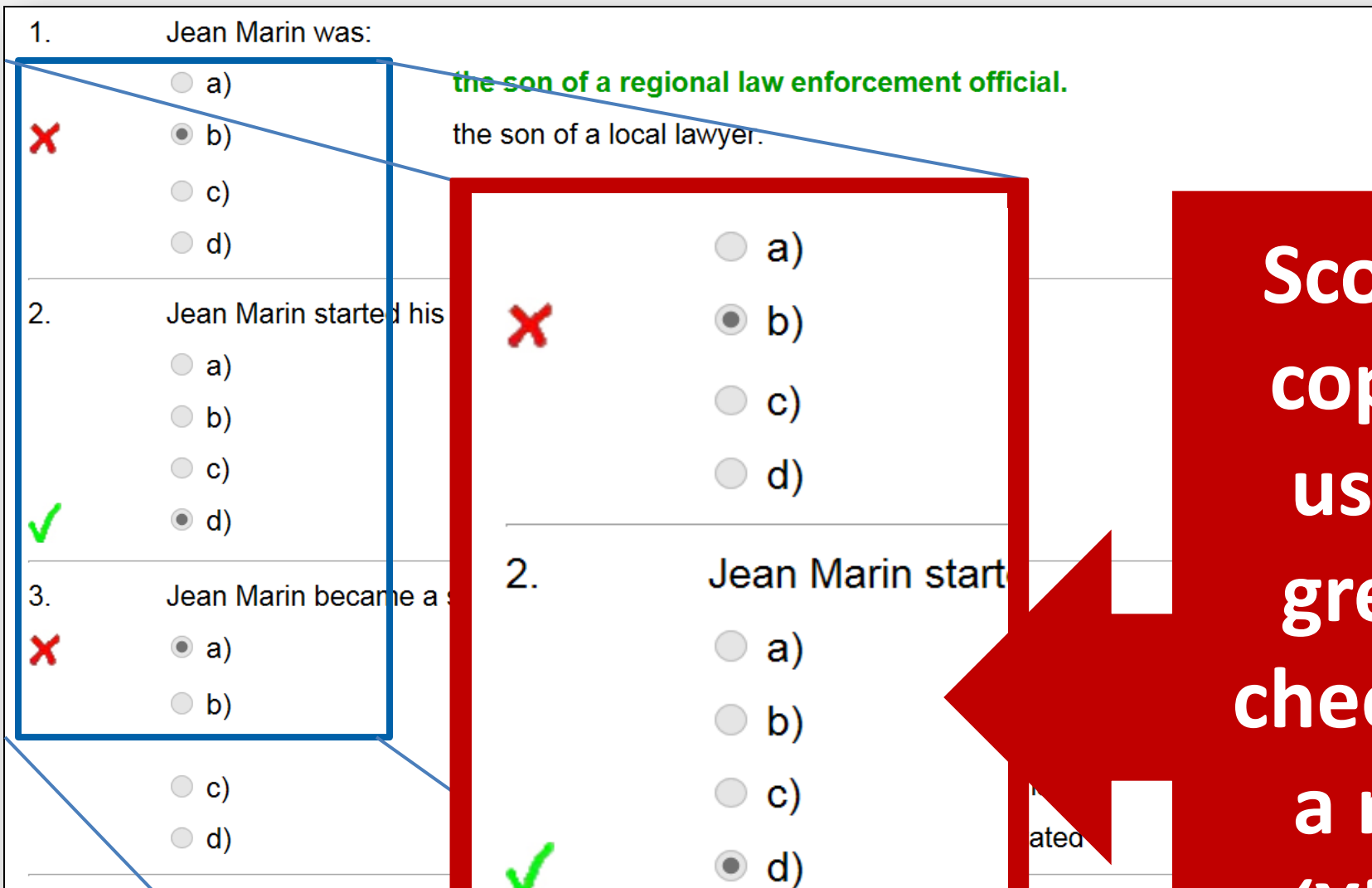
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**This link produces
a scored copy of
the assessment.**



Scored
copies
use a
green
check or
a red
'X' to
evaluate
answers.

9. Which of the words below would BEST describe Jean Marin?



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- b) self-effacing
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- a) washing the litter off the streets.
- b)
- c)
- d)

Print Before You

If you would like a
button below.

PRINT THIS PAGE

RETURN TO RESULTS PAGE

[Go Back to ARP Website](#)

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

Proceed to the Last 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