

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

**ALMOST**  
REAL. PRODUCTS.

**A fictitious company.**

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

# Chapter 7

## Using Job Competency Tests

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# Anticipated Outcome I

- **Users will understand how academic content integrates into a diverse range of jobs and into the process of applying for and 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

- **Many employers assess how well job candidates know content material specific to their fields**
- **These assessments might take the form of written, oral, or hands-on demonstration of skills**

# Proving Competency

- **Regardless of degrees or certificates held, candidates applying for a job in communications might have to write a television commercial; would-be trainers would have to teach something; electricians would be asked to wire something**

# Across Many Fields

- **Hopeful accountants might have to generate a financial statement from a set of numbers; nurses perform a procedure on a medical dummy; child care teachers deliver a pre-reading lesson; managers role-play a personnel review with a recalcitrant worker**

# Online vs. In-person

- **The online unproctored competency tests found on AlmostRealProducts would usually be followed by an in-person test in a proctored environment**
- **Most employers would not allow a calculator during math tests or allow access to the Internet during any test**



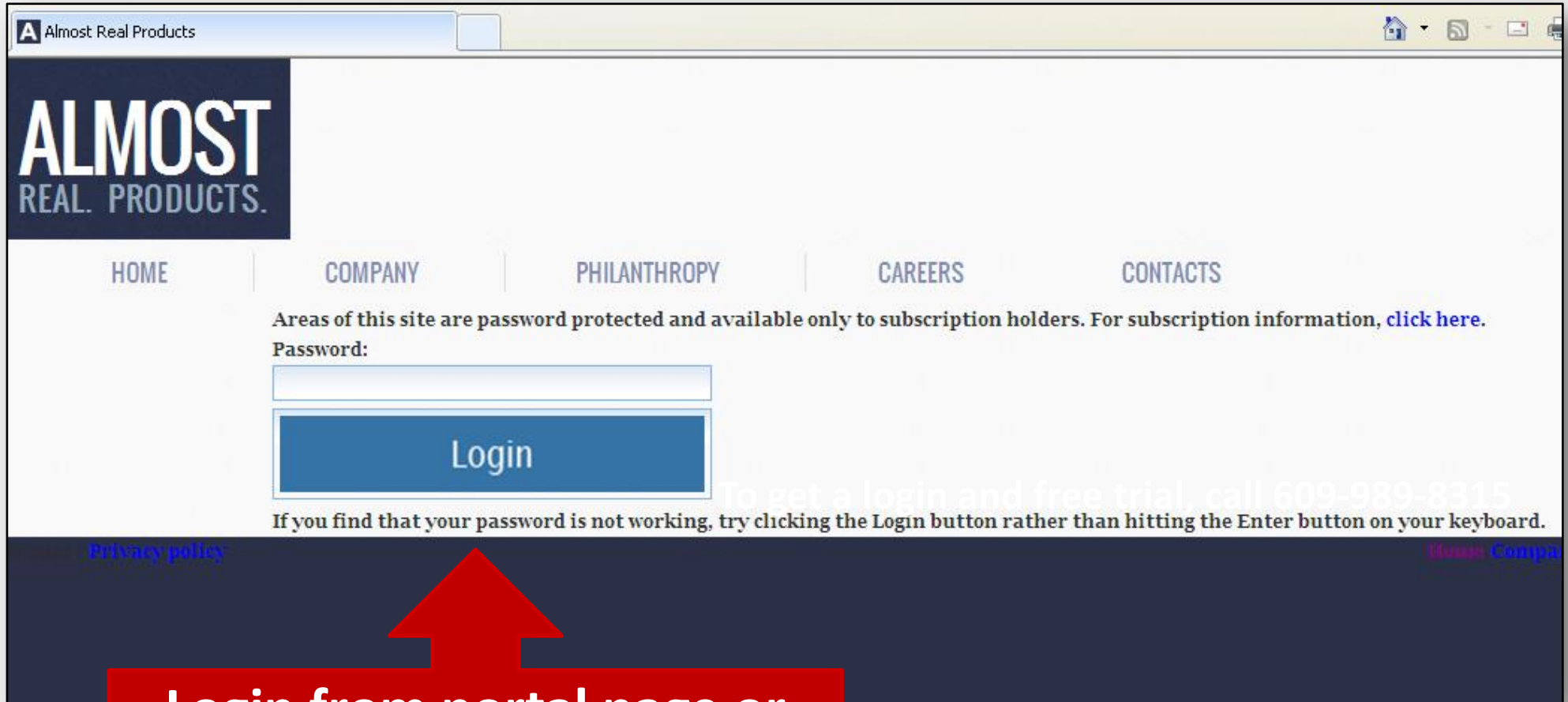
# No Mistakes Accepted

- 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

# On Almost Real

- **Job competency assessments present younger users with a motivational opportunity to learn about the broad spectrum of academic content matter that is tested for a variety of jobs, one of which they might want at some time in the future**

# Login/Access



A screenshot of a web browser displaying the 'Almost Real Products' website. The browser's address bar shows 'Almost Real Products'. The website's header features the logo 'ALMOST REAL PRODUCTS.' and a navigation menu with links for 'HOME', 'COMPANY', 'PHILANTHROPY', 'CAREERS', and 'CONTACTS'. Below the navigation, a message states: 'Areas of this site are password protected and available only to subscription holders. For subscription information, [click here.](#)' Below this message is a 'Password:' label, an empty text input field, and a blue 'Login' button. A red arrow points from a text box at the bottom of the image to the 'Login' button. Faint text in the background of the screenshot reads: 'To get a login and free trial, call 609-989-8315'. At the bottom of the page, there are links for 'Privacy policy' and 'Home Company'.

ALMOST  
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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

**ALMOST**  
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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.

<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 ...

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**...note listing of available jobs.**

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

[HOME](#) | [COMPANY](#) | [PHILANTHROPY](#) | [CAREERS](#) | [CONTACTS](#)

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


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 **\$30,500 annual salary**


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 **\$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><a href="#">Language Test for Assistant Bookkeepers</a></p> <p><a href="#">Competency Test for Assistant Bookkeepers</a></p> <p><a href="#">Mental Agility Mathematics Test for Assistant Bookkeepers</a></p>

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

\$37,900 annual salary

## Accountant


\$55,600 annual salary

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**Competency tests  
for that position,  
if any, will be listed  
in the right column.  
Clicking on the  
link will open the  
assessment in a  
new window.**

		\$30,500 annual salary	
		Sample Assessments of Necessary Knowledge	
		<a href="#">Language Test for Assistant Bookkeepers</a>	
		<a href="#">Competency Test for Assistant Bookkeepers</a>	
		<a href="#">Mental Agility Mathematics Test for Assistant Bookkeepers</a>	
Associate's Degree in Bookkeeping or Accounting			
In-depth understanding of accounting software packages			
Excellent interpersonal skills			
Excellent knowledge of Spanish necessary			
	Comply with federal, state, and company policies, procedures, and regulations.		
<b>Bookkeeper</b>		\$37,900 annual salary	
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# Using Job Competency Tests



## Almost Real Products Competency Test for File Clerks

---

Your Full Name:

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

Know the rules of the filing system at Almost Real Products before you take the Competency Test:

1. File names starting with numbers (1, 2, 3, etc.) are placed first.
2. Files that start with a number are placed by number then alphabetically by name.
3. File names starting with numbers that are written out (such as one, two, three) are placed after other alphabetized files.
4. There are three categories of files: personnel files, project files, and general files.
5. Personnel files are filed alphabetically by last names.
6. If a file clerk finds a file out of place, he or she should pull the file and report it to a supervisor.

---

1. Accuracy when filing a document is critical because it:

- a) It is always good when doing some things.
- b) Accuracy allows for prompt retrieval of files.
- c) Accuracy keeps the file cabinet neat and organized.
- d) Accuracy is a rule that must be followed.

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



## Almost Real Products Competency Test for Administrative Assistants

Person	Item Needed	Quantity	Signature (required)
N. Brown	Pair of Scissors	1	NACEMA BROWN
J. Jones	Pads of sticky notes	3	Jill Jones
	Flip charts	2	Jill Jones
	Ink cartridges	3	Jill Jones
K. Pounds	9 volt Batteries	6	Kathy .L. Pounds
Dr. Harawe	Labcoat, large	1	S.W. Harawe
D-E Smith	Pads of sticky notes	4	Darcy Smith

Some questions  
assess the ability to  
be accurate.

1. In the weekly order form above, who ordered a pair of scissors?
  - a) N. Brown
  - b) J. Jones
  - c) P. Edder
  - d) None of the three people above ordered that item.
2. In the weekly order form above, who ordered a lab coat?
  - a) N. Brown
  - b) J. Jones
  - c) D. Smith
  - d) None of the three people above ordered that item.

## Almost Real Products Competency Test for File Clerks

Know the rules of the filing system at Almost Real Products before you take the Competency Test:

1. File names starting with numbers (1, 2, 3, etc.) are placed first in the system in numerical order.
2. Files that start with a number are placed by number then alphabetically by the rest of their name.
3. File names starting with numbers that are written out (such as one, two, three) are filed with all other alphabetized files.
4. There are three categories of files: personnel files, project files, financial files.
5. Personnel files are filed alphabetically by last names.
6. If a file clerk finds a file out of place, he or she should pull the file out of the drawer and take it to a supervisor.

**Some  
questions  
assess the  
ability to  
follow  
directions.**

---

1. Of the four documents below, which would be found prior to the others in the filing system?

- a) 12 Items for the CEO Memo
- b) Twelve Best Ways to be Fired
- c) 12 Situations to Avoid
- d) Twelve Team-Building Assignments

---

2. Which of the following documents would be put in the project filing system?

- a) Budget for 2009 holiday party
- b) Frances McMorhan
- c) Letter to Mr. Pringals regarding refund check
- d) Site Map for 2008 Construction Project

---

3. Which of the following documents would be put in the personnel filing system?

- a) Aggressive Sales Training That Works
- b) Sarah Durkmani

**Almost Real Products**  
**Competency Test for Botanical Associates Level I**

1. Which of the following insects is damaging to a plant?
  - a) aphid
  - b) lady bug
  - c) praying mantis

---
2. A high number of sickly leaves (yellow or brown leaves, spots on leaves) on a plant can be caused by:
  - a) insect damage.
  - b) fungal infections.
  - c) both of the above

---
3. A substance used to kill insects on a plant:
  - a) is always dangerous to human beings.
  - b) will also kill non-insects, like spiders and millipeds.
  - c) is not necessarily dangerous to any other living thing

---
4. Spraying a substance that is labeled as a 'weed killer' will kill:
  - a) all plants on which it is sprayed.

**Others test  
for specific  
content  
knowledge.**



# Scoring

- **Job Competency Tests are not ‘soft’ tests like Job Match Surveys but have right and wrong answers, similar to Pre-employment Assessments and are scored with a check if correct or an ‘X’ if incorrect**

1. When transplanting a plant from one container to another, it is important to grasp the plant in the following manner:

- a) by the base of the stem
- b) by the leaves
- c) by the roots

2. Flowers are the mechanism by which plants produce:

- a) aroma.
- b) seeds.
- c) decorations.

3. When making a plant food solution, a recipe means:

- a) one tablespoon into one gallon of water
- b) one teaspoon into one gallon of water
- c) one teaspoon into one galvanized container of water

4. If your supervisor told you to 'deadhead' a plant, that would mean:

- a) removing all yellow leaves.
- b) removing all spent flowers.
- c) cutting away all dead branches from the plant.

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



**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.**

8. A substance used in the home is
- a) is used in the home
  - b) is used in the home
  - c) is used in the home
- 
9. Spraying a substance on a surface
- a) is used in the home
  - b) is used in the home
  - c) is used in the home
- 
10. Mulch is used in the home
- a) is used in the home
  - b) is used in the home
  - c) is used in the home

**Print Before You End**

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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8. A substance used to kill insects on a plant:
- a) is always dangerous to human beings.
  - b) will also kill non-insects, like spiders and millipeds.
  - c) is not necessarily dangerous to any other living thing.
- 

9. Spraying a substance that is labeled as a 'weed killer' will kill:
- a) all plants on which it is sprayed.
  - b) only grasses with skinny leaves.
  - c) only plants with broad leaves.
- 

10. Mulch is used on the ground around a plant because:
- a) it helps retain soil moisture.
  - b) it helps prevent other plants from taking root.
  - c) it helps prevent soil erosion.
- 

Print

If you print before you hit the 'Submit' button, you will not have a second opportunity to print your answers from the 'Review Answers' page.

PRINT THIS PAGE

SUBMIT

**ALMOST**  
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## The Completed Almost Real Products Competency Test for File Clerks Results

Patty, your score on t

**After submission, a Results page displays.**

70%.

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 Competency Test for File Clerks Results

Patty, your score on the  
Almost Real Products Competency Test for File Clerks is:  
70%.

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.**



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**PRINT THIS PAGE**

**REVIEW ANSWERS**

**[Go Back to ARP Website](#)**



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

7. Which statement is TRUE?

a) By 6 to 12 months of age, children can recognize small groups of numbers without counting.

b) Master and fu

c) Childr better

d) All of

---

8. A method for teaching their abilities to decode

a) phoni

b) look a

c) langua

d) contex

---

9. One of the two-year olds starts throwing balls at

a) Take t somec let her

b) Throw make

c) Take t childr

7. Which statement is TRUE?

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

children are playing with the ball and tell her that she can return to the ball play area when she is ready to play without hurting the other children.

- d) Let her continue to play with the other children if she says 'I'm sorry' to those she has hurt.

10. Which of the following statements is NOT true? If all the statements are true, select answer D.

Research shows that by the age of ten, children who watched television more than two hours a week as toddlers (two years old):

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



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](#)

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

# Return to Previous 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 Tests