



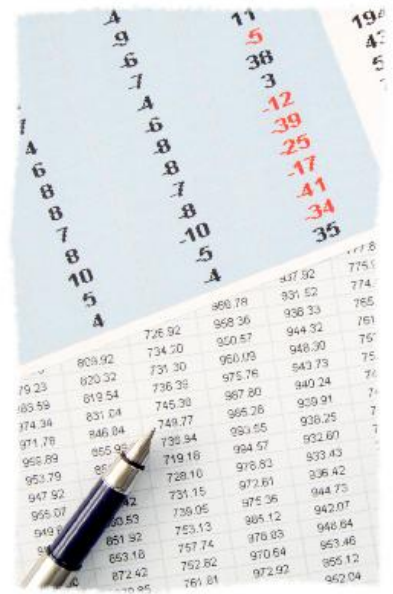
## Specific Competencies and Skills Tested in this Assessment:

### General Finance Technical Skills

- Use accounting procedures in a financial environment
- Employ marketing procedures to forward organizational goals
- Utilize customer service skills to work effectively with customers
- Perform accounting functions with computers and related software

### Financial and Investment Planning Technical Skills

- Display knowledge of financial and investment products and services
- Review and research federal and state regulatory requirements as applied to financial and investment planning
- Assist clients in developing financial plans including retirement planning, estate planning, and budgets
- Develop procedures to adhere to compliance plans and manage client records



### Academic Foundations

- Apply reading skills in a financial career environment
- Apply writing skills in a financial career environment
- Apply mathematical skills in a financial career environment
- Apply economic knowledge in a financial career environment

### Systems

- Interpret financial elements such as economic conditions to determine impact on consumer behavior
- Interpret laws and regulations to determine the role of government in the financial industry

### Ethics and Legal Responsibilities

- Identify and practice ethical behavior in the workplace
- Analyze practices of the financial industry to determine ethics and social responsibilities

**Specific Competencies and Skills continued:****Communication**

- Locate, organize, and reference written information from reliable sources to communicate with coworkers and clients
- Develop and deliver formal and informal presentations using appropriate media to engage and inform audiences
- Apply listening skills and interpret verbal and nonverbal behaviors to enhance communication with coworkers and clients
- Interpret and use tables, charts, and figures to support written and oral communication

**Information Technology Applications**

- Use computers and software to increase work efficiency
- Utilize a database to manage general information

**Problem Solving, Critical Thinking, and Decision Making**

- Use problem solving and critical thinking skills to locate good sources of information about problems and determine appropriate methods for investigating causes
- Use problem solving and critical thinking skills to determine root causes of problems and suggest solutions
- Use decision making skills to solve problems and evaluate solutions

**Leadership and Teamwork**

- Exhibit leadership qualities to improve the quality of work and the work environment
- Work effectively in a team environment to improve the quality of work and the work environment

**Safety, Health, and Environmental**

- Practice safe behaviors in a work environment including ergonomics
- Respond appropriately in emergency situations by locating emergency information and equipment

**Employability and Career Development**

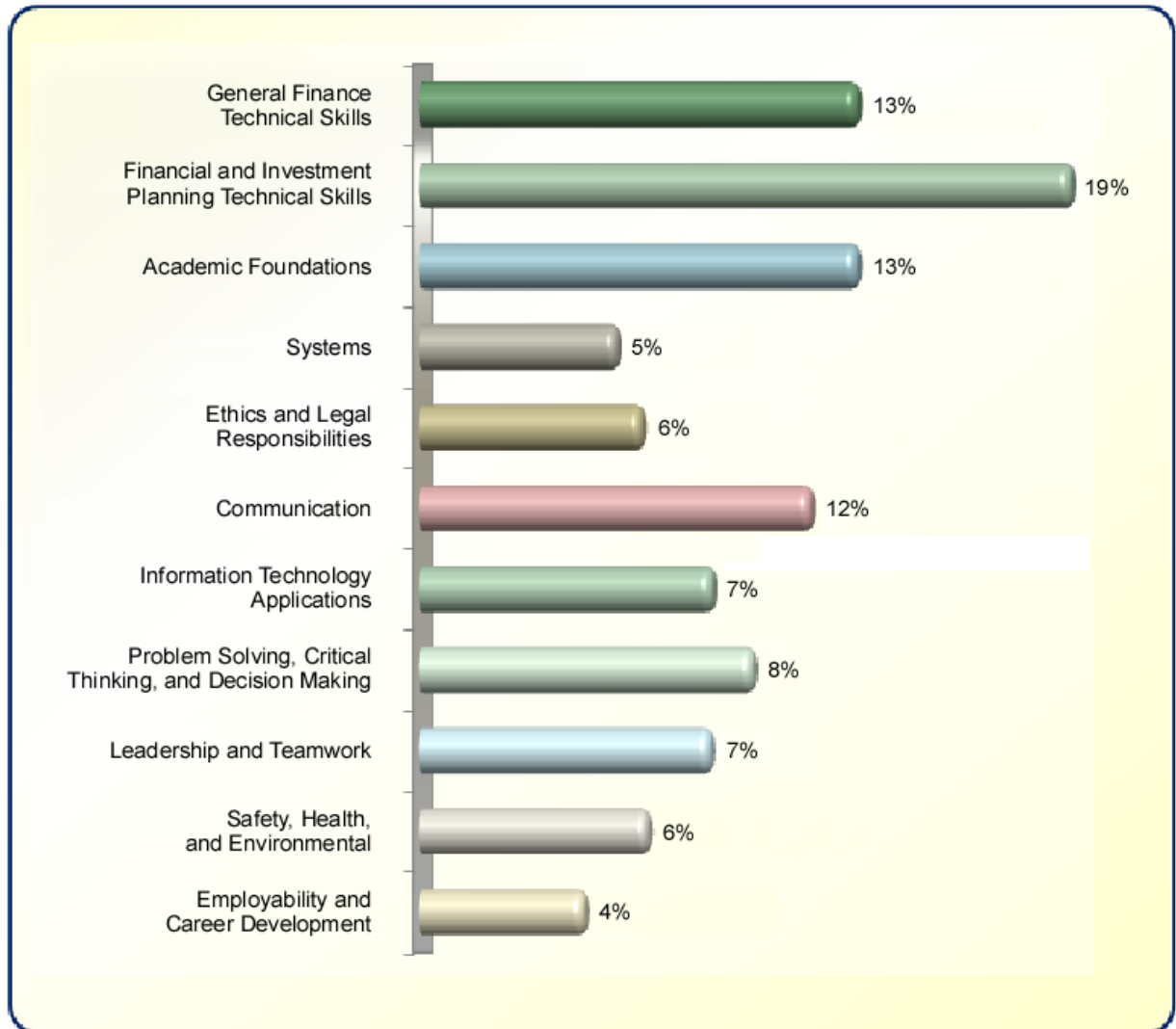
- Demonstrate employability skills related to a career in finance
- Pursue career development skills to advance in the financial world

## Written Assessment:

**Administration Time:** 2 hours

**Number of Questions:** 106

### Areas Covered:



**Sample Questions:**

In automated accounting, an audit

- A. checks the accuracy of processed information
- B. is generated on a yearly basis
- C. is always stored using electronic media
- D. corrects the data



Which of the following is a non-taxable source of income?

- A. interest earned on a savings account
- B. interest earned in a foreign bank
- C. child support payments
- D. tips and gratuities

Assume that the current currency exchange rate for US Dollars and Euros is 1 US Dollar = .736 Euros. Brad is making a purchase in Germany that costs 25 Euros. How much will this cost him in US Dollars?

- A. \$18.40
- B. \$25.74
- C. \$33.97
- D. \$42.50

Government regulations are generally designed to

- A. create jobs for government workers
- B. protect the public from harmful or unjust actions
- C. increase the number of political campaigns
- D. make people think before they vote

An emergency number to call for aid should be posted

- A. at the first aid station
- B. on the company's website
- C. next to, near, or on the phone
- D. near the nurse's station