The PeopleKeys process

1. We Create Your Online Account

2. We Develop a Job Description

3. We Develop a Performance Benchmark

D I S C

talent filter

monster

Thousands of Job Boards

4. Easy Post

5. Candidates Invited To Take Assessment

6. Candidates Ranked

7. Remote A/V Interview Options
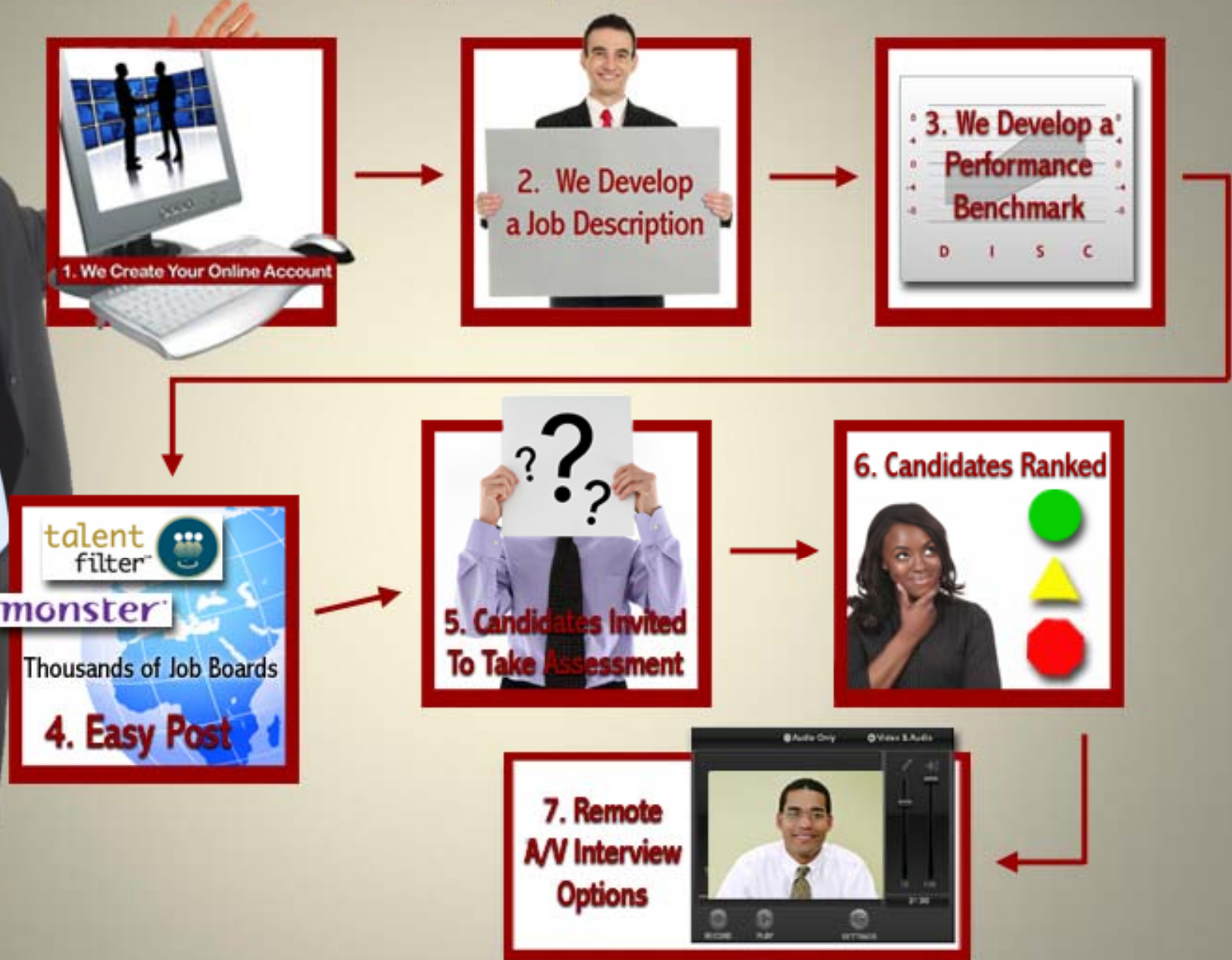
Dr. Tony Alessandra   TA@Alessandra.com   1-858-456-0028

Step One –

We create an online account based on your needs

The contact name and email address are required.
If you need to modify your contact information, please click on the arrow or header.

2. Job Contact: John Gillmore
   REQUIRED

➡ **Position Information**

Contact information is pre-populated based on your account information.
The contact name and email address are required.
If you need to modify your contact information, please click on the arrow or header.

Job Category: Accounting/Finance/Insurance
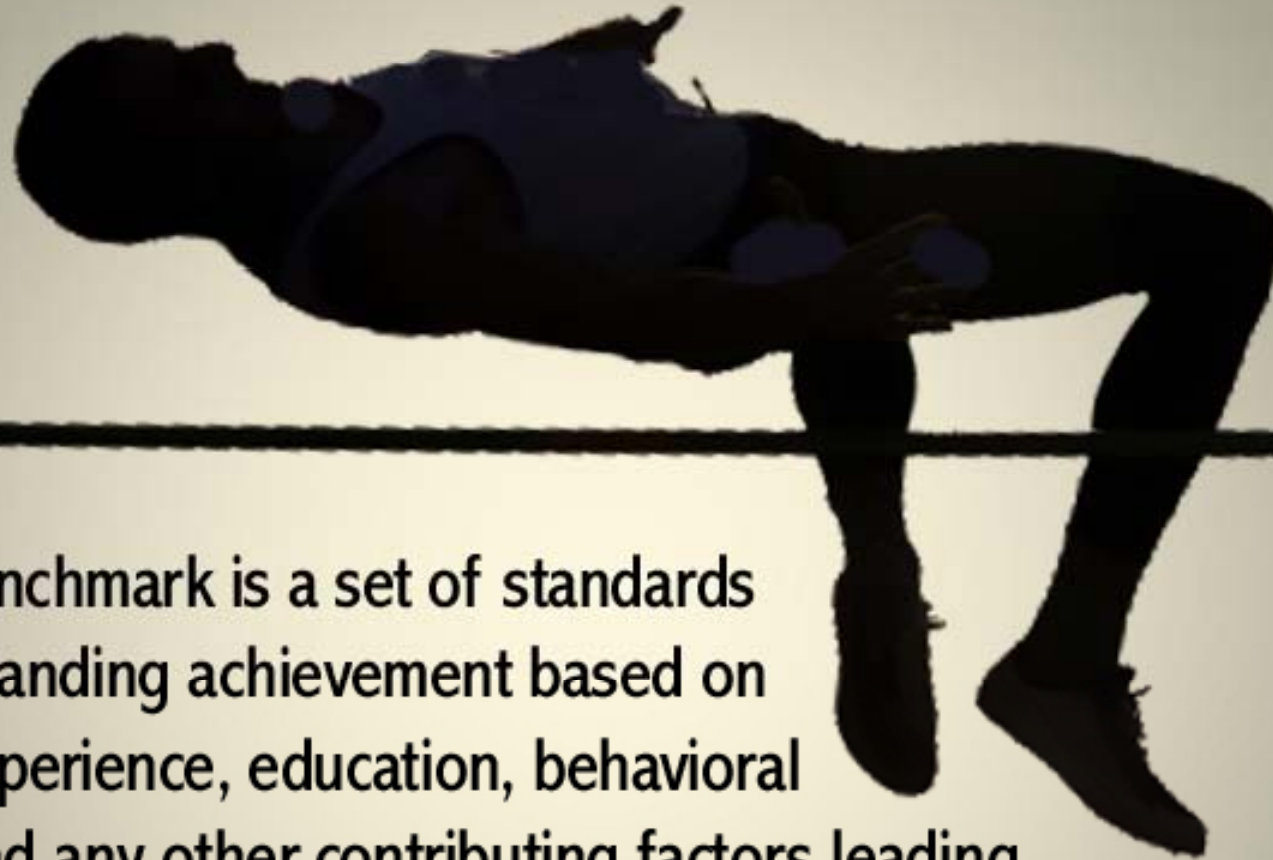REQUIRED   Administrative/Clerical
                 Agricultural/Ranch/Nursery
                 Airlines
                 Aviation
                 Building Construction/Skilled Trades

Job Occupation: Data Entry/Order Processing
REQUIRED   Executive Support/Executive Assistant
                 Filing/Records Management
                 Office Management
                 Other/General: Administrative/Clerical
                 Reception/Switchboard

Dr. Tony Alessandra   TA@Alessandra.com   1-858-456-0028

Step 2 - We develop your performance benchmark

A job benchmark is a set of standards for outstanding achievement based on skills, experience, education, behavioral traits, and any other contributing factors leading to outstanding job success.
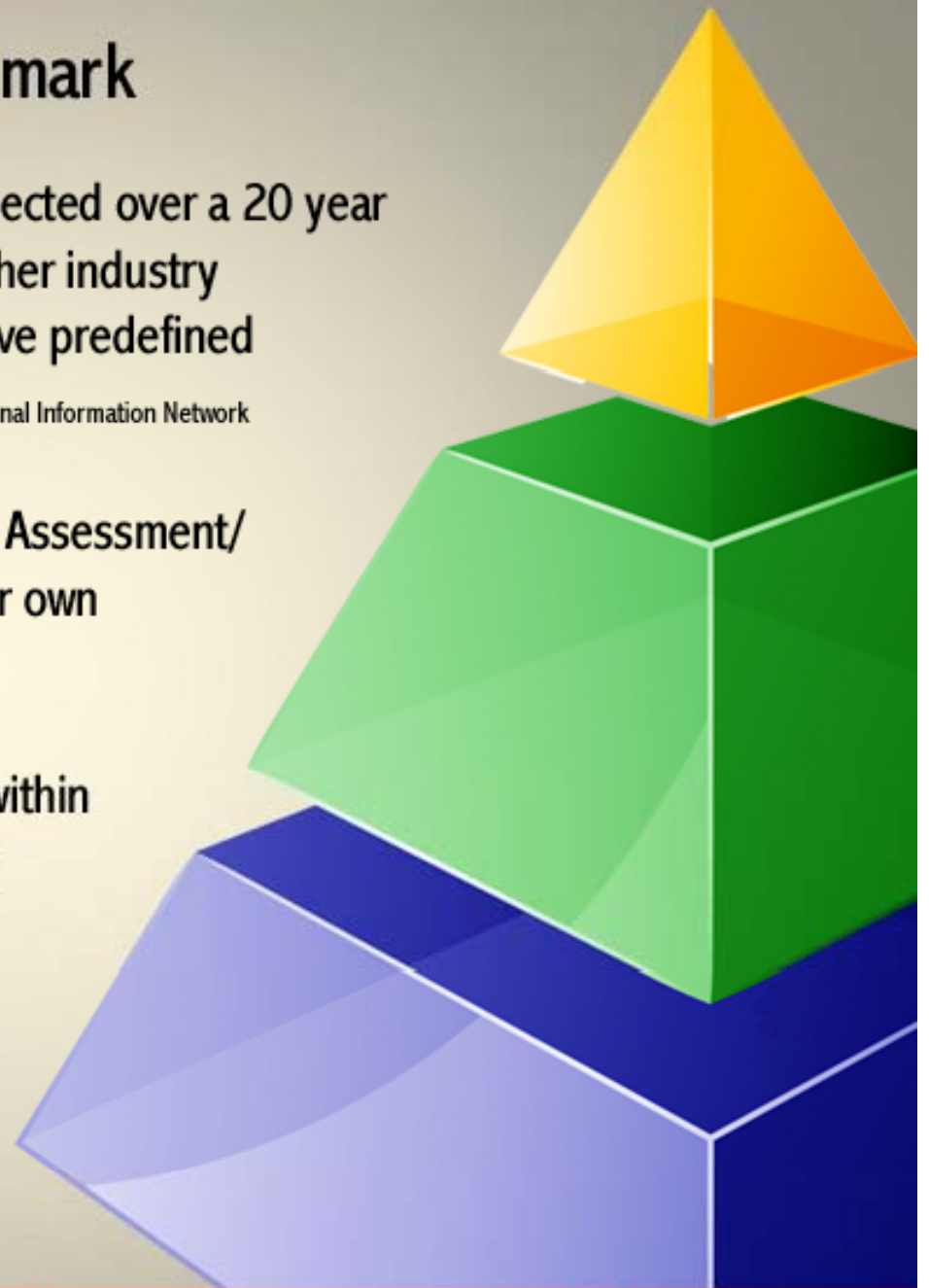
It is the "bar" candidates are measured against.

There are 3 ways to set a benchmark

Industry Databases — Peoplekeys has data collected over a 20 year history of job profiles plus uses ONET* and other industry databases which meet EEOC guidelines. We have predefined benchmarks for over 1200 occupations. *Occupational Information Network

Occupational Keys — A Proprietary Peoplekeys Assessment/ Survey that managers can use to describe their own "ideals" for job success.

Custom Benchmarks — Actual Top Performers within the company are assessed and a correlation is made between skills and behaviors common to all the top performers. This method is the most reliable overall and leads to the highest success rates in retention, performance, and replication.

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Peoplekeys can also combine ALL THREE for proprietary benchmarks specific to your company and position. These can be used for hiring and for targeted training; taking each employee up "one level" in performance.

Step Three -

Each Job is posted on premium and free board sites

We also search over 77,000,000 online resumes

Job Description

The Administrative Assistant will provide support for the Staffing Team and report to the Recruiting Director. Responsibilities for Staffing Team function include but are not limited to:

- Support interview scheduling
- Update advertising and budget logs, help write and place ads
- Assist with reference and background checks
- Use existing online systems for tracking, filtering, assessments, etc
- Prepare and send out new hire information
- Maintain requisitions as well as enter resumes and notes
- Strong communication skills to act as a liaison

Candidates wishing to apply for this position may click the link below to begin the process.

Job Skills

Any HR experience with an emphasis in recruiting/staffing is a plus. This is a fast paced environment and candidates must be able to multi-task as well as have a high level of organizational skills. Must be skilled in MS Word, Excel and Outlook as well as have a solid foundation with the Internet. Strong verbal and written communications are essential to this position.

Step Four - Candidates are automatically invited to complete the online assessment(s)

Step Five – We provide simplified results that are easy to review. We pick the right performance measures and assessments and provide information assuring you will make the *best* hire *every* hire.

Name	Test Date	OVERALL	Temperament	Team Focus	Work Values	Math	Typing	Computer	View Report	Contact Information
Jane Sample	6/21/2004 4:17:33 PM	🟢 50/54	◑8	●	●	●	●	●	🔍	✉
John Smith	3/1/2004 4:48:33 PM	🟢 46/54	●10	◐	◐	●	●	●	🔍	✉
Paula Woods	3/1/2004 4:15:28 PM	🔺 40/54	●11	●	◐	◐	●	◐	🔍	✉
Ron Zook	3/6/2004 7:43:27 PM	🛑 21/54	○3	◐	○	◐	●	○	🔍	✉

Step 6 – *Optional upgrades* include remote Audio/Video interviewing. Automate the process of introducing your position and even conducting the first interview

About Us | News & Events | Contact Us | Home | Signout

My Dashboard
Applicant FAQ

My Account
My Profile

Don't Have a Webcam?
How Does It Work?
Benefits
How To Prepare

Practice Recording
Having Trouble?

Job Posting

Peoplekeys
Staffing Administrative Assistant

Job Number: **PEO2620**
New Wilmington, Pennsylvania, United States

Additional Information:
You have been invited to participate in the next step in our hiring process. Based on your submitted resume and your assessment results we believe that you would be a good candidate for this position. Be aware that this is the first step in the interview process. Once you have submitted your answers, you will be contacted by a representative.

You may start your application now to submit your resume to the employer and preview the questions. You can return to this application as many times as you like until you have submitted it to the employer. Once an application has been submitted to an employer, you cannot make further changes to your answers.

After an application has been submitted, you may withdraw the application at any time.

All applications are **confidential** and can only be seen by the employer that has posted the position for a limited time.

[Start Application]

► 00:03 ━━━━━━━━ 00:21 ◄ ◄◼

InterActive Introduction

Terms and Conditions | Privacy Policy | Contact (403) 450-7870

Dr. Tony Alessandra   TA@Alessandra.com   1-858-456-0028

We allow a combination of Audio/Video or Text based questions and answers

My Dashboard
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Don't Have a Webcam?
How Does It Work?
Benefits
How To Prepare

Practice Recording
Having Trouble?

Question List

Peoplekeys   Job Number: **PEO2620**
Staffing Administrative Assistant   New Wilmington, Pennsylvania, United States

Listed below are the questions you need to answer to complete your application. For the audio and video media formats, you will be given a maximum of 1 minute to respond. You will be able to review your responses before submitting them. For text responses, you will simply need to type your response.

Once you have completed your responses to all of the questions, click on the "Submit Application" button to allow employers access to your resume and answers.

	Question	Media Type	
1	Why do you believe that you would be successful in this position?	Audio	**Answer Question**
2	Describe your comfort level with web-based technology including e-mail, instant messaging and online search and job posting.	Video	**Answer Question**
3	How would you describe your ability to work independently and manage multiple projects?	Video	**Answer Question**
4	How has your past work experience prepared you for this position?	Text	**Answer Question**
5	What are your salary expectations for this position?	Text	**Answer Question**

Submit Application

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A candidate can set themselves apart in this step of the process

My Dashboard
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Benefits
How To Prepare

Practice Recording
Having Trouble?

Answer

Describe your comfort level with web-based technology including e-mail, instant messaging and online search and job posting.

The Video Advantage:

- Differentiate yourself in less than 1 minute
- Show what you can offer beyond your resume
- Get priority viewing from the recruiter
- Demonstrate your interest in the position

Click here to write your answer

○ Audio Only   ◉ Video & Audio

75   100

01:00

RECORD   PLAY   SETTINGS

Cancel   Submit

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Small sample of our client list

U.S. Department of the Treasury
Walmart
Kodak
American Water Works
United States Air Force Academy
Keller Williams Realty
Lexus Of North Hills
Manpower
Seneca Foods
United Air Lines
Integrity / Hosanna Music
Santek Environmental
Careerbuilder

PeopleKeys

INTEGRITY MUSIC.

AMERICAN WATER

KELLER WILLIAMS REALTY

LEXUS

UNITED AIRLINES

Walmart
Save money. Live better.

SANTEK ENVIRONMENTAL

UNITED STATES AIR FORCE ACADEMY

Manpower

SENECA

Kodak

careerbuilder.com

U.S. DEPARTMENT OF THE TREASURY

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Compare with Typical Headhunters who charge 20-30% of the Yearly Wage being offered. For a $50k employee that is $10-$15k you would spend for a Headhunter placement that is probably less qualified. We offer a better hire at a fraction of the cost.

PLATINUM PACKAGE
RECRUITMENT, BENCHMARKING, ASSESSMENT

- Two months of unlimited access
- Automated resume viewing
- Nationwide search
- 100 hiring assessments
- 10 background checks
- Interview questions
- Standard benchmarks
- Resume search
- Job postings
- Custom benchmarks - $400 additional cost
- Remote interviewing - $400 additional cost

$2,995

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