

**Step Two -**  
**You can post your position and have candidates apply through the online assessment center**

**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.

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**Step 3 - 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.**



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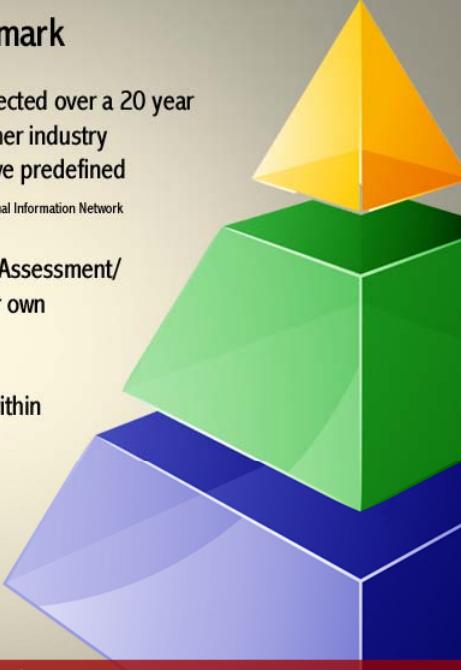
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**There are 3 ways to set a benchmark**

**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

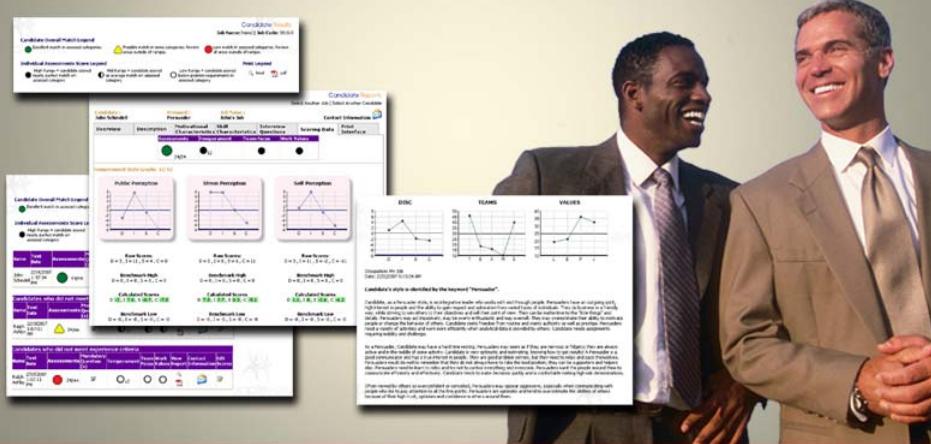
**Occupational Keys** – A Proprietary Peoplekeys Assessment/ Survey that managers can use to describe their own “ideals” for job success.

**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.



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**Step Four -**

Each Job  
is posted  
on premium  
and free  
board sites

We also  
search over  
77,000,000  
online  
resumes

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



Welcome to the online assessment center for the **PeopleKeys Corporation** account.

Step 1 of 3

• Depending on your organization, after clicking "Next" you may proceed to a page where you will enter your name, address and contact information. This information is strictly used for your organization to contact and/or identify you.

• You will then proceed through a series of assessments. Enter the first response that comes to mind for each question and move on to the next.

• Depending on your selected assessment sequence, there could be anywhere from 1 to 10 sections for you to complete.

• For many questions/statements, there are no right or wrong answers. Do not deliberate too long on any question. Each section should be completed in no longer than 7 to 10 minutes.

• Some sections are multiple choice and require you to choose a correct answer. You will be aware of these sections as you encounter them.

• Upon completion of your last assessment, you may be directed away from this website to another of your organization's choosing. When this happens, you have completed all of the necessary assessments.

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## Step Six - 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	O <sub>8</sub>	●	●	●	●	●		
John Smith	3/1/2004 4:48:33 PM	46/54	● <sub>10</sub>	●	●	●	●	●		
Paula Woods	3/1/2004 4:15:28 PM	40/54	● <sub>11</sub>	●	●	●	●	●		
Ron Zook	3/6/2004 7:43:27 PM	21/54	O <sub>3</sub>	●	○	●	●	○		

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**Step 7 – *Optional upgrades*** include remote Audio/Video interviewing. Automate the process of introducing your position and even conducting the first interview

Welcome John

[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.

**Interactive Introduction**

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](#)

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

Welcome John

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

**Question List**

Peoplekeys  
Staffing Administrative Assistant Job Number: PEO2620  
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 <a href="#">Answer Question</a>
2 Describe your comfort level with web-based technology including e-mail, instant messaging and online search and job posting.	Video <a href="#">Answer Question</a>
3 How would you describe your ability to work independently and manage multiple projects?	Video <a href="#">Answer Question</a>
4 How has your past work experience prepared you for this position?	Text <a href="#">Answer Question</a>
5 What are your salary expectations for this position?	Text <a href="#">Answer Question</a>

[Submit Application](#)

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

Welcome John

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

**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](#)



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



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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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