

The PeopleKeys process



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 Gilmore
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: **REQUIRED**

Accounting/Finance/Insurance
Administrative/Clerical
Agricultural/Ranch/Nursery
Airlines
Aviation
Building Construction/Skilled Trades

Job Occupation: **REQUIRED**

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

Step Two -

We work to develop or update the required skills and the job description for each position that needs filled

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:

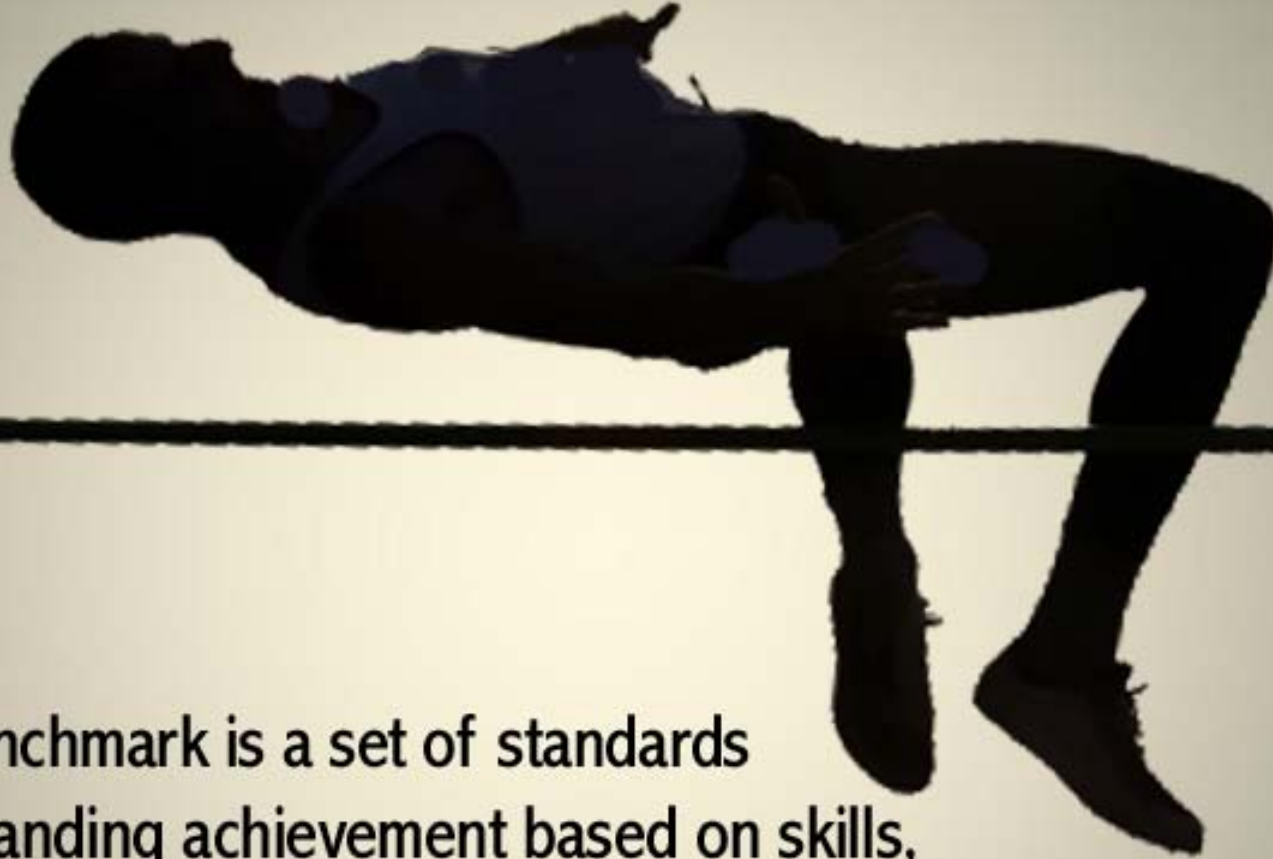
- Support interview scheduling
- Update advertising and budget logs, help write and place ads
- Assist with reference and background checks
- Use existing online systems for tracking, filtering, assessments, etc
- Prepare and send out new hire information
- Maintain requisitions as well as enter resumes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

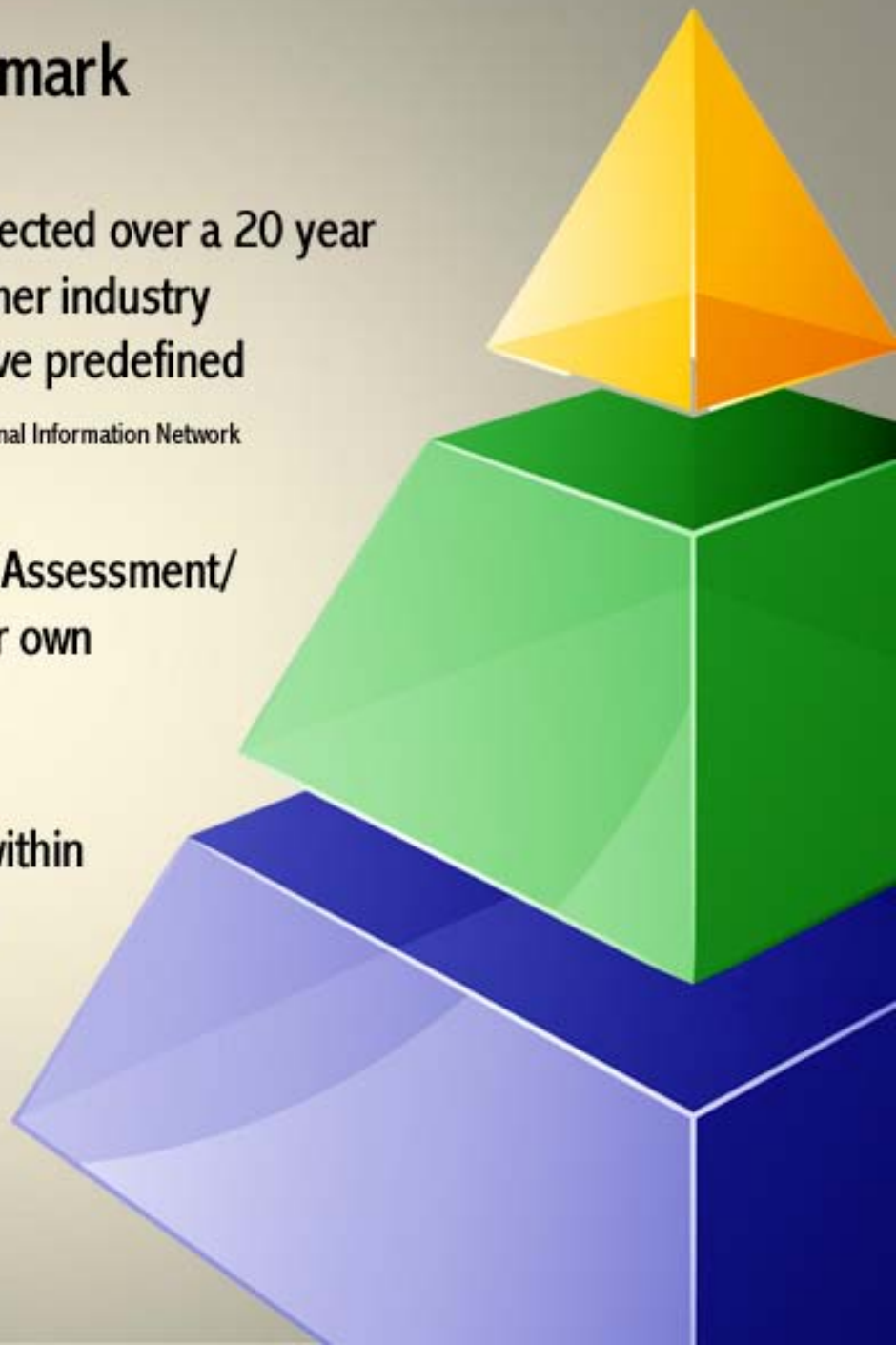


There are 3 ways to set a benchmark

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.



The image shows two men in business suits smiling. On the left, a software interface is overlaid, displaying a graph with three data series labeled DISC, ISAMS, and VALUES. Below the graph, there is a text box that reads: "Candidate's style is identified by the keyword 'Persuader'." The interface also shows a date and time stamp: "Date: 2/25/2007 5:13:34 AM".

DISC

Category	Value
1	10
2	20
3	10
4	10

ISAMS

Category	Value
1	50
2	10
3	5
4	40

VALUES

Category	Value
1	10
2	10
3	40
4	30

Computes the DISC
Date: 2/25/2007 5:13:34 AM

Candidate's style is identified by the keyword "Persuader".

Candidate, as a Persuader style, is an integrative leader who works with and through people. Persuaders have an outgoing spirit, high talent in people and the ability to gain respect and admiration from varied types of subordinates. This style of leader is a fairly rare, while striving to win others to their objectives and lead their path of vision. They can be subjective for the "win" they want and will. Persuaders may be overly enthusiastic and may overwork. They may overestimate their ability to motivate people or change the behavior of others. Candidate gains freedom from routine and wants authority as well as progress. Persuaders need a variety of activities and work more efficiently when analytical data is provided to others. Candidate needs constantly requiring mobility and challenges.

In a Persuader, Candidate may have a hard time making decisions, especially if they are nervous or hesitant. They are always active and in the middle of some activity. Candidate is very optimistic and outgoing, looking how to get results. A Persuader is a good communicator and has a true interest in people. They are good at their work, but they need to relax and lead themselves. Persuaders must be willing to believe that they do not always have to take the lead position. They can be supportive and helpful. Also, Persuaders need to learn to relax and be able to control everything and everyone. Persuaders want the people around them to maximize the efficiency and efficiency. Candidate needs to make decisions quickly and is comfortable making high-risk decisions when they are needed by others as well as confident or confident. Persuaders may appear aggressive, especially when communicating with people who do not pay attention to all the fine points. Persuaders are optimistic and tend to overestimate the abilities of others because of their high trust, optimism and confidence in others around them.



Step Four -
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:


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- Update advertising and budget logs, help write and place ads
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Step Five - Candidates are automatically invited to complete the online assessment(s)



Choose Language: English(US)


HomeAssessmentsSettingsHelpSign Out

Signed In > beeps@gmail.com
Selected Account > PeopleKeys Corporation

Take Assessment

Step 1 of 3

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







































- 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/statment in each assessment.
- 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.

Next>>>

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	 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 7 – Peoplekeys allows remote Audio/Video interviewing.

Automate the process of introducing your position and even conducting the first interview

Welcome John

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[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](#)

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

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[Practice Recording](#)
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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	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](#)

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

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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](#)



Cancel

Submit



PeopleKeys

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

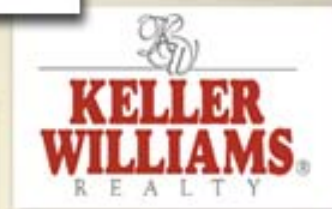
Seneca Foods

United Air Lines

Integrity / Hosanna Music

Santek Environmental

Careerbuilder



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
- Custom benchmarks
- Resume search - included
- Job postings - included

\$2,995



GOLD PACKAGE

BENCHMARKING, ASSESSMENT

- One month of unlimited access
- 50 hiring assessments
- Background checks for only \$14.95 each
- Interview questions
- Standard benchmarks
- Resume search - available
- Job postings - available

\$1,995



**REMOTE INTERVIEW
OPTIONS AVAILABLE**

