



Peak's Hiring Process

How
You Can Use

Peak
Workforce Solutions

As A Strategic
Resource

Peak's hiring process encompasses all the steps from recruiting through hiring and orientation. Each step within the process is tailored to meet each client's specific hiring criteria. Our comprehensive process allows us to be sure that only the best qualified candidates are placed on assignment at your site.

Recruiting

Peak begins its relationship by developing and qualifying the best recruiting resources within our client's market. Our recruiting process includes significantly more than newspaper advertisement. We partner with local employment offices, schools, community organizations and other business establishments within your market to provide a comprehensive and aggressive recruiting plan for your site.

Pre-Screening

As we receive responses to our recruiting efforts, we first pre-screen each applicant for the basic qualifications of the position. This pre-screen allows us to eliminate any applicants who may not meet the basics of the hiring criteria, like availability for the scheduled shift, transportation, educational requirements or pay scale.

Structured Interview

After pre-screening, if an applicant qualifies, an interview is scheduled. Peak will develop a structured interview for the applicant that is centered on the client's hiring criteria for each position. In addition to the structured interview, we will verify each applicant's work history, and educational background.

Contact us today to see how Peak's onsite managed service can help your company achieve its financial results. Visit us online at www.peakworkforcesolutions.com or call 1-864-234-6077.

We require a minimum of two (2) positive references for an applicant to be considered for employment with Peak.

Testing

Assessments are administered after the applicant successfully completes the interview. We have a wide array of tests designed to measure both hard and soft skills. The following is an example of the types of tests that may be administered for the different skill classes.

Clerical

Our clerical tests are administered to verify an applicant's aptitude as it relates to the requirements of the job. Examples of these assessments include:

- Office automation including the latest version of the most popular software packages
- Data entry and 10-key, measuring speed and accuracy
- Typing, measuring speed and accuracy

Industrial Assessments

Our industrial assessments are administered to measure general abilities required in a manufacturing environment, as well as specific aptitudes that may be required. Examples of these assessments include:

- Reading and math
- Assembly
- Inspection
- Coordination
- Precision
- Reasoning

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We can also administer additional assessments to the applicant, depending on the skill class of the position being filled. Additional assessments might include:

- Teamwork
- Adaptability

Any of the above battery of assessments can be customized and administered to best suit our client's hiring criteria. Peak maintains over 500 assessments to customize for a given site.

Orientations

When applicants have passed our pre-screening, interview, and testing process they will be scheduled for an onsite, or offsite orientation. This allows the applicant to gain a better understanding of the job he or she will be placed in. It also allows them to ask any unanswered questions they may have and make a final commitment to the assignment. Other information covered includes:

- Peak office hours and phone numbers
- Timesheet and paycheck procedures
- Benefits
- Assignment and shift preparation
- When to call your Peak representative
- Client orientation requirements

Safety Training

Safety is incorporated throughout Peak's program, beginning with the employee's orientation. Safety and OSHA training is provided at this time, and on-going training is facilitated through regularly scheduled safety meetings.

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Peak is committed to fostering a safety culture at all of our client sites, and achieving this through the following avenues:

- Awareness
- Recognition
- Management Support
- Accountability
- Commitment

To ensure our associates are complying with all required safety information and requirements, our corporate support staff conducts periodic safety audits.

Additional Testing

In addition to our routine standards, we can also add such custom screening criteria as background checks, drug screening, and specialized pre-employment testing to suit your specific human resource requirements.

Applicant-to-Hire Reported Measurement

