



OUR VALUE OVERVIEW

Hire the right fit,
faster, every time.

See how we're different.



The WizeHire difference

Everything you need to make a great hire — all in one place.

	Free Job Board	Job Posting Service	Staffing Agency	WizeHire Recruiting Platform
 Low Price	✓			✓
 Quality Candidates		✓	✓	✓
 Applicant Tracking		✓		✓
 Local Market Expertise			✓	✓
 Hiring Coaches			✓	✓



Get better results and grow your business with **WizeHire**



100+

**Industry-tested
job templates***

Outrank your competitors on
top job boards



35%

**Higher quality
candidates**

Extends offers with
confidence



1/10

**Average cost
per hire**

Get unbeatable
value



20

**Days faster
to hire**

Save time hiring with our
recruiting system



How WizeHire works

WizeHire is an easy-to-use online recruiting system made for busy business owners like you.



Create a high-performing job ad

Expert-approved and custom job templates + hiring coach support



Attract more qualified candidates

Ads posted on 100+ job boards for you + over 100 pre-screening questions



Identify top candidates faster

DISC personality assessment + candidate filtering/tagging



Manage your hiring process with ease

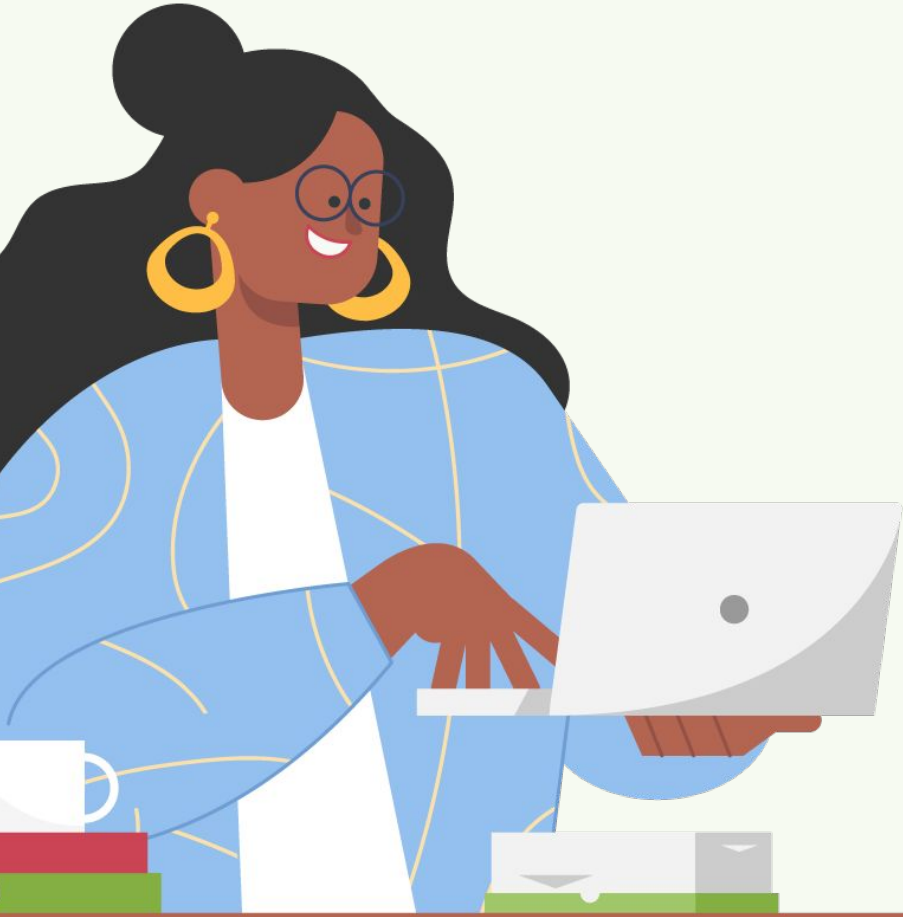
#1 rated applicant tracking system + personalized hiring experience



Watch a 3-minute demo

See how easy it is to hire great people.





Create your
top-performing job
ad

wizehire

Dashboard Team Resources Help

Let's create your job ad.

You're a few minutes away from completing your ad.

Job

Pick a job title from the list. You can customize it later.

Assistant

- Assistant F&B Manager
- Assistant Manager
- Administrative Assistant
- Medical Assistant
- Construction Administrative Assistant
- Dental Assistant
- Escrow Officer Assistant
- Executive Assistant
- Virtual Assistant
- Legal Assistant

Help us choose the right Job.

Which type of legal professional do you want to join your team?

☐ Legal Assistant - administrative assistant that supports attorneys and paralegals

☐ Paralegal - legal professional that supports attorneys on cases

[← Cancel](#) [Continue](#)

ADD A JOB IN 3 MINUTES OR LESS

Choose the right job title for your business

Type in the role you're looking to fill. We have over five-hundred jobs in over 20 different industries.

Detailed job descriptions help you narrow down the best title so you attract the right candidates.



Get the right candidates with **expert-approved** job templates

Use our templates that are industry proven and optimized for job boards.



Higher Quality

Templates attract 35% more quality candidates at 1/10 of the average cost per hire.



Faster Hire

Managers hire 20 days faster with templates on Wizehire.



Disc Optimized

Templates are written for the ideal personality type in mind.



Attract qualified
applicants from
top job boards



Hiring coaches help you rank higher on job boards

Once you submit your job, coaches review and optimize your ad for the best results.



Hiring coaches help you pick the right job title, select a competitive salary range, and give you **expert advice on attracting top candidates**.



Coaches have learned a lot from our clients about what makes job ads work. They use their expertise to **adjust your ad for the best performance**. (But they'll give you a heads up if they do).



They're available to answer any questions you have via chat, text, and email from **7am to 7pm CST Monday - Friday**.



Your ad goes live on 100+ job boards in one click

Candidates can apply on their favorite site.



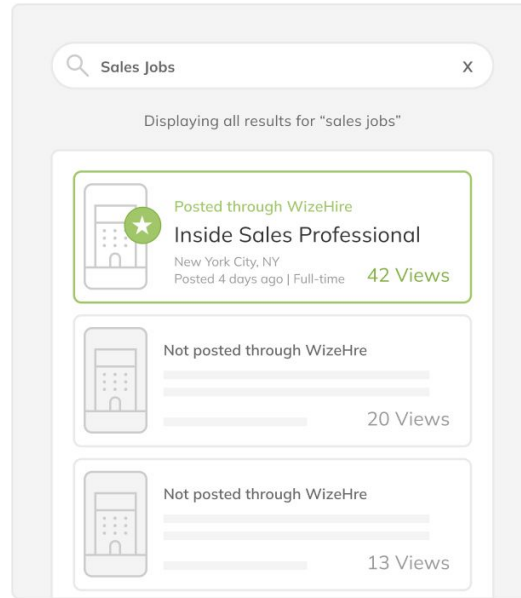
Hiring coaches post your ad to 100+ job sites including **Indeed**, **Zip Recruiter**, **Monster**, and more.



Job seekers apply directly through our partner sites.



Follow-up is handled for you with a series of automated emails asking candidates to finish their applications.



indeed®

glassdoor™

ZipRecruiter

snagajob

MONSTER

LinkedIn





Identify top
candidates faster

The screenshot displays the Wizehire dashboard with a navigation bar containing 'wizehire', 'Dashboard', 'Team', 'Resources', and 'Help'. The main content area is titled 'Tell us what's most important about who you're looking for in your next hire.' and includes a sub-header: 'Let's nail down what you need in your ideal candidate. This helps us put your ad in front of the right people. Your criteria will get added as screening questions in the job application and tags later on in your dashboard.' Below this, a message states: 'We picked criteria for you that we think you may be looking for in your ideal candidate.'

The interface shows a selection process for criteria. A box indicates 'Select the criteria most important for the role. Choose up to 4.' with a '2 selected' count. Two criteria are currently selected:

- ☒ **Administrative Experience**
➤ How we tag candidates
- ☒ **Typing Proficiency (Determined by an Assessment)**
➤ How we tag candidates

Below the selected criteria is a button with a plus icon and the text 'Add more criteria'. At the bottom left of the main area is a green link: '← Back'.

An 'Add more criteria.' modal is open, showing a search bar with the placeholder 'Search by typing in a keyword'. Under the heading 'Recommended for General', there is a list of criteria with 'Add' buttons:

- Customer Service Experience**
➤ How we tag candidates Add
- Administrative Experience**
➤ How we tag candidates Added
- Sales Experience**
➤ How we tag candidates Add
- Recruiting and Training Experience**
➤ How we tag candidates Add

At the bottom of the modal, there is a link: 'Can't find what you're looking for? [Ask a hiring coach.](#)' and a green 'Continue' button.

NARROW DOWN CANDIDATES FASTER

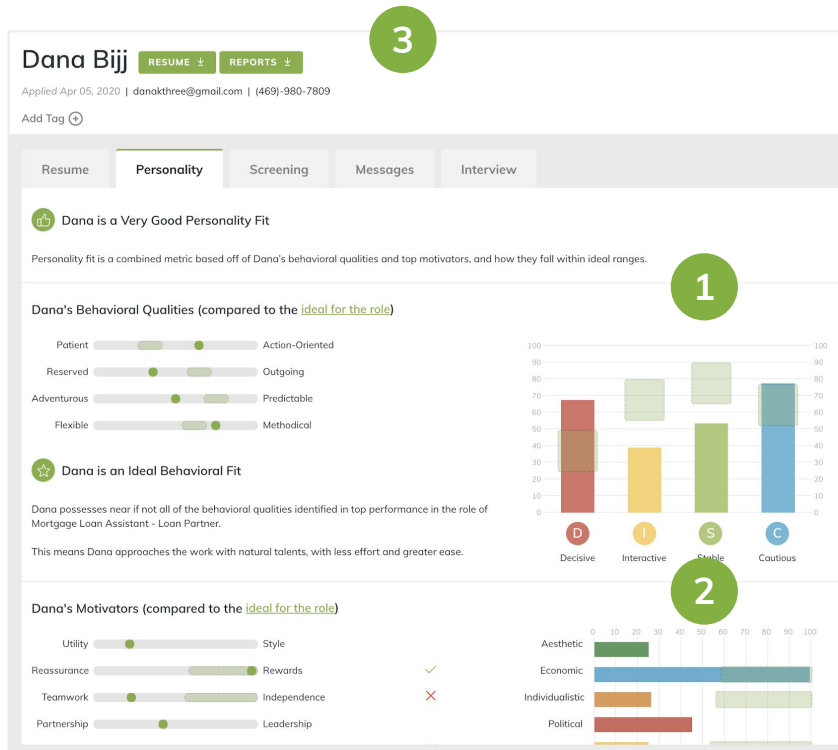
Add screening questions that match your criteria

Ask only what really matters to you. Their answers can help you decide who moves forward.



DISC helps you find the right personality fit

Narrow down your applicants faster with valuable insights you won't find on a resume.



1

Find the right personality fit

Using the DISC personality assessment helps you determine if an applicant is the right fit for you.

2

Understand candidate motivation

See how applicants are motivated to work to make sure their values align with your company.

3

Download 54-page report

Get valuable information a resume can't provide so you can make smarter hiring decisions.



Know who your qualified applicants are faster

Organize your candidates with tags and filters.

The screenshot displays the Wizehire dashboard for a job titled "Administrative Specialist" in Frisco, TX. The dashboard is organized into several sections:

- Search and Overview:** A search bar at the top left. Below it, a summary shows "269 total candidates" with filters for "Closed" (red dot) and "View Job" (link). A welcome message states: "Welcome to your Hiring Stages. Review, drag, and organize your candidates between hiring stages."
- Filters:**
 - Personality Fit:** A list of filters with counts: Excellent (26), Very Good (19), Average (24), Poor (47), In Progress (37), and Incomplete (116).
 - Top Criteria:** A list of filters with counts: Customer Service Experience (Yes: 118, No: 4), Admin Experience (No: 9, 1-2 years: 34, 3-5 years: 35, 5+ years: 44), Typing Proficiency (Expert: 12, Highly Proficient: 11, Proficient: 15, Familiar: 15, Poor: 16, No: 4), and Operating Systems.
- Hiring Stages:** Five columns representing different stages of the hiring process:
 - Applied (259):** Lists candidates like Rebecca Harrison, Lindsay Young, Briana Escobar, LaFaye Noel, Angela Williams, Heather McLean, and Amanda Ellis. Each entry shows a "NEW" tag, a date, a "DISC PERSONALITY FIT" score (e.g., "Poor", "Average", "Excellent"), and "TOP CRITERIA" tags (e.g., "Admin Exp: 5+ years", "Typing Skills: Proficient").
 - Qualified (4):** Lists Teri Estes and Barbara Vaughan. Teri Estes has a "DISC PERSONALITY FIT" of "Excellent". Barbara Vaughan has a "DISC PERSONALITY FIT" of "Not completed yet".
 - Pending (3):** Lists Michele Williams, Karen Brennan, and Brittany Ray. Michele Williams has a "DISC PERSONALITY FIT" of "Excellent". Karen Brennan has a "DISC PERSONALITY FIT" of "Excellent". Brittany Ray has a "DISC PERSONALITY FIT" of "Excellent".
 - Interviewing (3):** Lists Shree Williams, Rosemary Swain, and Cynthia Lowe. Shree Williams has a "DISC PERSONALITY FIT" of "Excellent". Rosemary Swain has a "DISC PERSONALITY FIT" of "Very Good". Cynthia Lowe has a "DISC PERSONALITY FIT" of "Excellent".
 - Hired (0):** A section for candidates who have been hired, with a "Hired Recently?" message and a "Drag new candidates to Hired to you qualify for tax credits!" instruction.
- Actions:** A "+ Add a new stage" button is located at the bottom right of the hiring stages section.

Candidates are ranked for you

Once candidates finish the DISC+ assessment, they're scored, compared, and ranked for you in your job dashboard.

Tags and filters help you hire faster

Each applicant is automatically tagged for you by personality fit and their answers to your screening questions. Filter and sort candidates by the tags that matter most to your business.



Manage your
hiring process



Manage all your jobs, all in one place

See your active jobs, new candidates, messages, and more
all from your dashboard.

The screenshot displays the WizeHire dashboard interface. At the top, there's a navigation bar with 'wizehire' logo, 'Dashboard', 'Team', 'Resources', and 'Help'. On the right, it shows 'Careers Page' and 'Erin Griffin, The Erin Griffin Team'. A welcome message says 'Welcome back, Erin!' with a sub-message: 'Welcome to your WizeHire Dashboard, where you can add, edit, and manage your jobs. Click on a job to view your candidates.' Below this, four summary cards show: '3 Active Jobs', '0 Jobs Need Refresh', '6 New Candidates', and '104 Total Candidates'. A notification section on the right says 'You have 1 Notification' from 'Melissa' 1 week, 4 days ago, with a link 'How are your applicants?'. The main section is titled 'Jobs & Candidates for The Erin Griffin Team' with a search bar and a '+ Add a New Job' button. It features tabs for 'Active Jobs (3)', 'Drafts (0)', and 'Closed Jobs (0)'. A table lists three active jobs with columns for Status, Job Title, Location, Candidates, Last Apply, and Updated. Each job has a 'Manage' button.

Status	Job Title	Location	Candidates	Last Apply	Updated
Live	Loan Partner	Chicago, IL	16 2 NEW	4 hours ago	Jul 23, 2020
Live	Loan Partner	Remote	22	8 days ago	Jul 23, 2020
Live	Mortgage Marketing Coo...	Remote	66 4 NEW	a day ago	Jul 20, 2020



WizeHire's **#1 rated** applicant tracking system makes hiring faster and easier.



Communicate with candidates right from your dashboard

Messaging features make it easy to stay in touch.

The screenshot displays the WizeHire dashboard for candidate Natalia Chung. At the top, there's a header with the candidate's name, a 'Resume.pdf' download button, and a 'DISC+' button. Below this is a navigation bar with tabs for 'Resume', 'Personality', 'Messages' (which is active), and 'Interview'. The 'Messages' tab shows a conversation history with Natalia Chung and Katherine Glidden. A new message from Katherine Glidden is being composed in the bottom text area. To the right of the messages, there's a sidebar with a 'Schedule Interview' dropdown menu (showing options for Phone, Video, and In-Person interviews), a 'Move Candidate' button, and a 'Disqualify' button. Below these are sections for 'Onboarding', 'Offline Version', and 'Manage Scheduling Settings'. The 'Manage Scheduling Settings' section includes a list of 'Your ideal candidates are:' with bullet points like 'Highly competitive self-starters' and 'Independent, self-managing'. It also has a 'Personalized Interview Questions' section and a 'Core Strengths' section.



Secure communication

No need to exchange email addresses. Just connect with candidates under the messaging tab in their profile.



Bulk messaging

Let multiple candidates know as soon as it's a yes or a no with the click of a button.

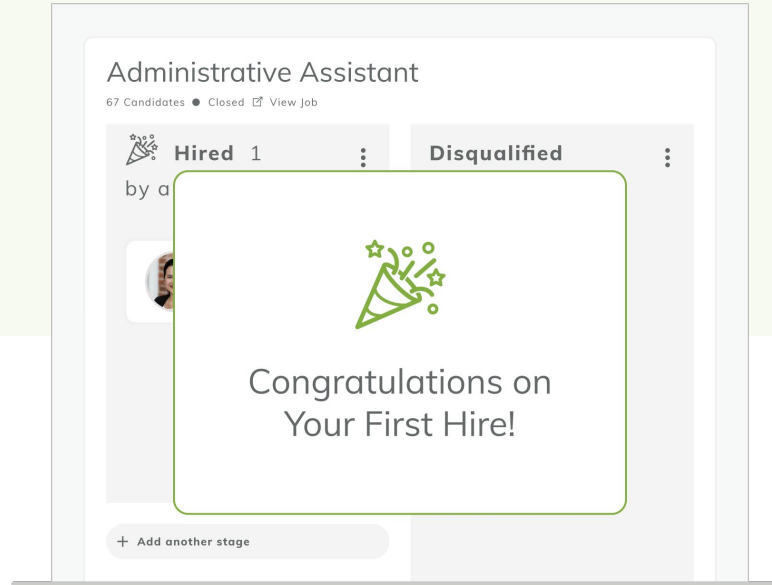


No-hassle interview scheduling

Scheduling interviews is easy. Just connect your calendar and set your availability. Candidates pick a time that works for them.



Make the right hire every time, with WizeHire!



#1 Rated applicant tracking system

We make it easy to hire top talent.



READY TO HIRE?

Hire great people at a fraction of the price

Monthly plan
\$199 per month
unlimited jobs in your market

- ✓ Recommended if you hire during certain times of the year
- ✓ Recommended if you need flexible spending options
- ✓ Recommended if you want to pause anytime

Annual plan
\$165 per month
(one-time annual payment of \$1980)

- ✓ Recommended if you hire all year around
- ✓ Recommended if you're looking for great savings
- ✓ Recommended if you want to hire anytime

Start hiring now: wizehire.com

