talent

acquisition

system

redesigned features in 4.0

TRAK 4.0 New/Redesigned Features and Functions

Job Seekers	
Job Seeker List	
Top Level Filters	
Filter list by Stage(s)	redesigned
Filter list by Requisition(s)	redesigned
Filter list by Disposition	redesigned
Job Seeker List Filters	
Assign Job Seeker as Silver Medalist	new ⭐
Filter by Silver Medalist Job Seekers	new ⭐
Flag Job Seekers	redesigned
Filter by Job Seekers	redesigned
Filter by Internal Job Seekers	new ⭐
Filter by New Job Seekers	new ⭐
Find JS with highest ranking Keyword Score	new ⭐
Job Seeker List Bulk Actions	
Copy Selected JSs	redesigned
Assign Stage to JSs	redesigned
Invite JSs to a Requisition	new ⭐
Send Bulk Email	redesigned
Delete Selected	redesigned
Forward Job Seekers	redesigned
Send Response Letter	redesigned
Send Self ID	redesigned
Mark Job Seeker as New	new ⭐
Individual Job Seeker	
Profile Tab	
Edit Personal Information	redesigned
Mark Job Seeker as Ineligible	new ⭐
Reset Password	redesigned
Forms Tab	
Edit Form	same
Add New Internal Form	new ⭐
Download Form	same
Print Form	same
Documents Tab	
Add a Document	redesigned
View Keywords in Resume	redesigned

Communication Tab	new ⭐
Add email message	new ⭐
Add phone message	new ⭐
Add text message	new ⭐
Filter list by email, phone and text	new ⭐
Interview Tab	new ⭐
Add new event	new ⭐
Edit existing event	new ⭐
Notes Tab	
Add a note	redesigned
Edit note	redesigned
Delete note	redesigned
Add note to task list	redesigned
Export notes to excel	redesigned
Duplicates Tab	
Create Duplicates	redesigned
Merge Duplicates	redesigned
History Tab	
Export history to excel	redesigned
Sort history by each field header	new ⭐
Screenings Tab	new ⭐
Background Check	redesigned
Keyword Search	redesigned
Scoring tied to Keywords	new ⭐
Advanced Search	redesigned
Search by Eligibility Status	new ⭐
Specialized Search Options (i.e Radius, Custom Questions)	new ⭐
Include Job Seekers not associated with a Requisition	new ⭐
Requisitions	
Requisition Templates	new ⭐
Add a Requisition Wizard	new ⭐
Requisition List	redesigned
View Requisition	redesigned
Summary	redesigned
Fields	redesigned
Forms	redesigned
Job Description	redesigned
Keywords	new ⭐
Sources	redesigned
Approvals	redesigned

Job Seeker Activity	new ⭐
Notes	redesigned
History	redesigned
Workflow	new ⭐
Requisitions Forms\Flow	redesigned
Approval Process	redesigned
Approval Process Templates	redesigned
Requisition Workflow	new ⭐
Keyword Search	redesigned
Top Level Filters	redesigned
Requisition Category	redesigned
Requisition Stage	redesigned
Functions	redesigned
Copy	redesigned
Close	redesigned
Delete	redesigned
Accepting Applications	new ⭐
Posted Internally	new ⭐
Posted Externally	new ⭐
Home Page	
Ability to Customize Page	new ⭐
Notifications	redesigned
New graphs/charts/list to select from	new ⭐
Job Seeker Posting Page	
Standard Career Page	new ⭐
Filter Options	redesigned
Display Options (full description)	new ⭐

Contact Us

For further questions about balanceTRAK, please contact Berkshire at 800.882.8904 or product.support@berkshireassociates.com. You can also go to www.berkshireassociates.com/bworks to check for periodic updates.