

BERNIEPORTAL

BerniePortal Applicant Tracking System

A successful business starts with successful recruiting

**Recruiting with
BerniePortal allows HR
to:**



Attract more applicants



Easily manage candidates



**Seamlessly transition new
hires to onboarding**

BerniePortal Applicant Tracking Key Features Include:

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Get Organized

Keep applications organized through all phases of your hiring processes so you can focus on recruiting top talent and creating a great candidate experience.

The screenshot shows a candidate profile for Josh Wells, who applied for the Marketing Manager position. The hiring pipeline consists of six steps: 1. APPLICATION ACCEPTED (highlighted in blue), 2. EMAIL SCREENING, 3. PHONE INTERVIEW, 4. IN-PERSON INTERVIEW, 5. REFERENCE CHECK, and 6. ONBOARD (highlighted in blue). Below the pipeline, the profile information is displayed: Address (444 testing street, Nashville, TN 37204), Phone (444-444-4444), Email (Joshwells@Goal.com), and Application Date (December 08, 2021). The application questions section shows a question "Do you live in the Nashville, TN area?" with the answer "yes". The documents section shows a resume file named "8012fe89-Resume" with a download button.



Manage Candidate Pipelines

Easily track, filter, and move your candidates through your hiring process.

STATUS ▾	NAME	JOB TITLE	ACTIONS
🕒 Under Consideration	Wells, Bri	Marketing Coordinator	⚙️
🕒 Under Consideration	Wilson, Anissa	Senior Software Developer	⚙️
🕒 Under Consideration	Hernandez, Nicole	Marketing Manager	⚙️
🕒 Under Consideration	Thomas, Ryan	Marketing Manager	⚙️
🕒 Hired	East, Jake	Senior Software Developer	⚙️
🕒 Declined	Hansen, Page	Marketing Coordinator	⚙️
🕒 Declined/Keep In Mind	Ching, Jackson	Senior Software Developer	⚙️

Collaborative Decisions

Keep things moving without a drop in communication. Internal Feedback allows hiring managers and hiring influencers to communicate next steps and/or hiring decisions in one convenient location.







INTERNAL FEEDBACK		DATE APPLIED ▼	ACTIONS
	Erin Walker commenting on Mariah Bernie's application Marketing Manager We scheduled a phone interview with this applicant on Friday, 12/10.	Dec 14th, 2021	

Custom Hiring Stages

We realize that a company like yours is unique— that's why we provide you with the ability to customize each hiring stage for each job posting so your applicants feel informed in your unique processes.

Hiring Stages

When you publish a job, you choose the hiring stages for that job from the menu you create below.
(e.g. Application received, Phone screen, Face-to-face interview, Reference checks)

HIRING STAGES	ACTIONS
<div>⋮ Application Accepted</div>	
<div>⋮ Email screening</div>	
<div>⋮ Phone Interview</div>	
<div>⋮ In-person Interview</div>	
<div>⋮ Reference Check</div>	
<div>Hiring Stage Add a global hiring stage here</div>	

Email Notifications

Keep close tabs on your applicants by setting yourself up to receive email notifications when a candidate applies to your open positions.



BERNIE PORTAL
A Bernard Health Production

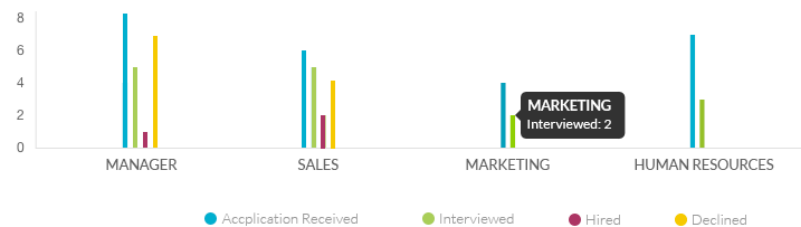
Hi Rachel,

Congratulations, Bobby Boxer has just applied for the Software Developer position. [Click here](#) to review the candidate's application.

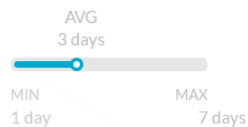
Thanks,

Bernie 

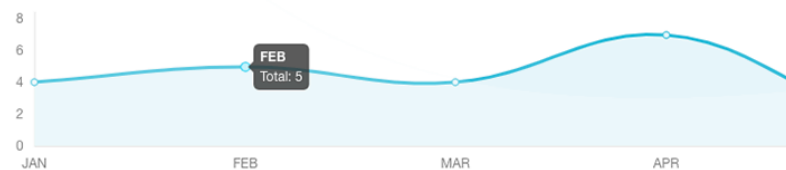
Candidates per Job



Average Time to Hire



Candidate Pipeline



Dashboard

Quickly access overall recruiting analytics from your home dashboard including open jobs, and the number of applicants per hiring stage.

Save Time with Templates

If you always send the same message to potential candidates you can speed up your processes by storing your custom templates for future use.

Create a new message about the Senior Software Developer position

Erin Walker

Message For
Jake East

Subject
Phone Interview

Template
Phone Interview

Format Font Size B I U abc [Rich Text Editor Icons]


Hi there!

Thank you for interest in our open positions at BerniePortal. We are impressed with your background and would love to hear more about it! Will you let us know a few times in the next week that would work for a phone interview? This will take no more than 30 minutes of your time.

Talk soon!

POST CANCEL

Not Secure | <http://jobs.bernieportal.com/ae76324a>

 Bark & Park

Software Developer

Nashville, TN 37203 Full Time Submissions due by 2020-12-31

APPLY NOW

Sharing
URL
<http://jobs.bernieportal.com/ae76324a>

PUBLISH **CANCEL**

benefit advisors and employers who use our BerniePortal software. This includes
by phone, email, web conference, and face-to-face training. You'll communicate
nd set up and renew customers on the system. Your other responsibilities will
enefit plans offered, resolving customer issues, being proactive in preventing
ips with fellow team members. We're building a team that will be known for the
most attentive and effective service to benefit advisors and employers in the whole industry.

Think of yourself as a voice of the customer and a thorough, efficient resolution resource.

Job Board Integration

Increase the visibility of your open position with job board connectivity and sharing capabilities across many other channels.

Onboarding Integration

You just received a signed job offer letter back, now what? Seamlessly transition your new hire through the 3-step guided onboarding process, eliminating the redundancy for filling out the same information twice.

HOME BENEFITS ENROLLMENT PERSONNEL FILE ...

Hire Documentation: Step 2 of 3

1 VERIFY INFO 2 DOCUMENTATION 3 CONFIRM

W-4

I-9

Direct deposit authorization

Download and review the W4 form for instructions. [Download PDF preview](#)

Employee Information

First Name: * Jenny

Middle Initial: Last Name: * New Hire

Social Security #: * 111 11 1111

☐ My last name differs from the info on my Social Security Card

Status: * Bobby Married, but withhold at higher rate Boxer

Address: * 123 main street

City / Town: * Nashville

State: Tennessee

Zip Code: * 12345



Bring your recruitment online with BerniePortal's
Applicant Tracking System.

**Ready to learn more?
See a tour of the BerniePortal Applicant
Tracking feature today:**

SEE TOUR