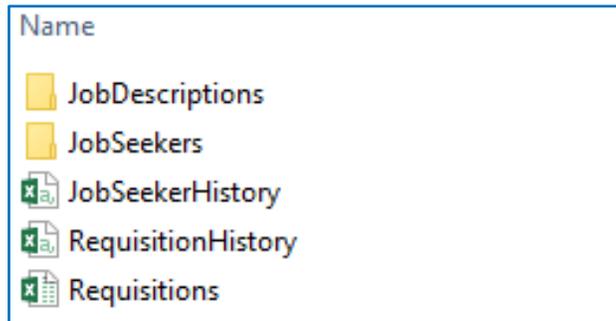


## Understanding Key Information in the BALANCEtrak Archive



BALANCEtrak's database houses a large amount of information, (a) detailing your organization's job opportunities and (b) tracking the Job Seekers who applied for those openings. For this reason, Berkshire has implemented an archiving process to maintain efficient processing time on line for current activities, while also allowing you to retain valuable historical records off line.

Accordingly, files contained in the archive can be considered in accordance with two main categories of information:

- Requisitions
  - Requisition Information
  - Job Descriptions
  - Requisition History Logs
- Job Seekers
  - Job Seeker Information
  - Completed Application Forms
  - Submitted Resumes
  - Job Seeker History Logs

*Please note: Although sensitive personally identifiable information (e.g., Social Security Number) is not exported, those users with permission to archive data will see other identifier fields (e.g., Race and Gender).*

### How Information is Organized

The archive, which is compressed into a  Zip folder for download, will contain two main folders and three Excel files, as shown in the screenshot above:

-  Job Descriptions
-  Job Seekers
-  Job Seeker History
-  Requisition History
-  Requisitions

A Requisition Number serves to both identify the job posting and organize the corresponding Job Seekers. In addition, the system assigns a sequential Job Seeker ID to each Job Seeker.

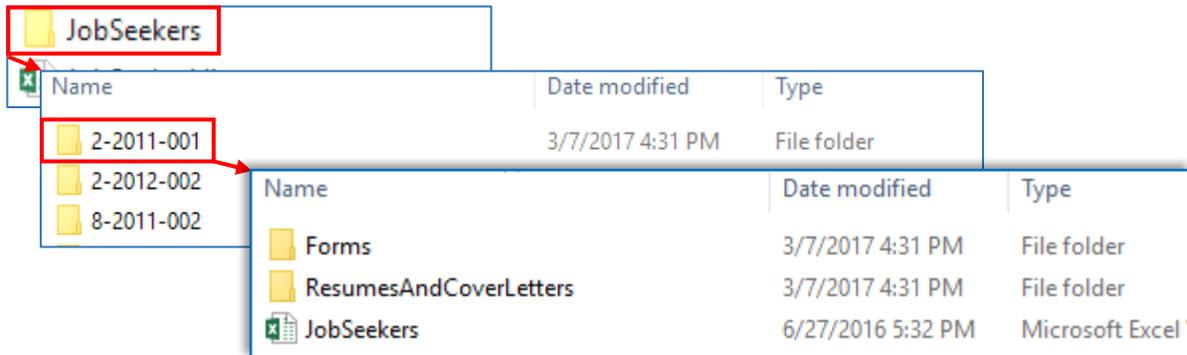
## Archive Contents: Folder by Folder

### 1. Job Descriptions

Let's begin with the *JobDescriptions* folder, the first file folder shown in the screenshot at the beginning of this article. In this folder, each job opening will be represented by a Job Description file in PDF format, labeled by Requisition Number.

### 2. Job Seekers (by Requisition)

Next, the *JobSeekers* folder will contain a large body of information, with several sub-folders. Items in the *JobSeekers* folder will be grouped by Requisition Number:

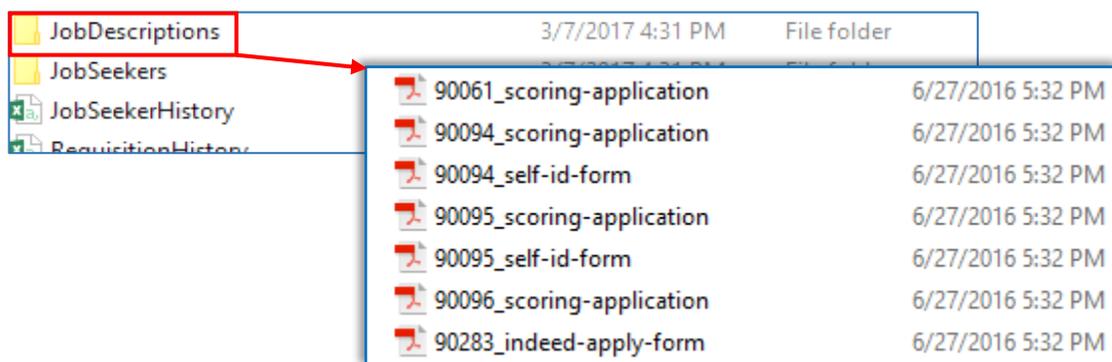


Then, within each [Requisition Number] folder, a *JobSeekers* sub-folder will contain:

- Forms
- Resumes and Cover Letters
- Job Seekers

#### A. Forms (Completed by Job Seekers)

The *Forms* folder will contain PDF records of Forms that were completed by applicants.



In the title, each file will be identified by: Job Seeker ID and Form type (e.g., Prescreener, Application, Self-Identification).

*Remember that your organization may have less or more Form types, based on the application process(es) for filling positions at your company.*

## B. Resumes and Cover Letters

Moving on to the next line item, the *ResumesAndCoverLetters* folder will again be organized by the unique Job Seeker ID, with each file title also identifying whether the Job Seeker document is a resume or a cover letter.

## C. Job Seekers (List)

As depicted above, the final item in the *JobSeekers* folder is an Excel file, showing key data points for each applicant by Job Seeker ID: Name, Email, Phone Number, Date Applied, and Stage and Status. *Please note that the Job Seeker ID is a sequential number, assigned by BALANCEtrak.*

## Supporting Files

Also located in the main archive folder are three Excel files, holding helpful information:

JobDescriptions	3/7/2017 4:31 PM	File folder
JobSeekers	3/7/2017 4:31 PM	File folder
JobSeekerHistory	6/27/2016 5:31 PM	Microsoft Excel C...
RequisitionHistory	6/27/2016 5:31 PM	Microsoft Excel C...
Requisitions	6/27/2016 5:31 PM	Microsoft Excel W...

### 1. Job Seeker History

When the Job Seeker performs an action, the system logs the activity. The *JobSeekerHistory* worksheet contains fields, documenting these activities: Change Date, (Job Seeker) Email, (Job Seeker) Name, Requisition Number, and (Change) Description.

### 2. Requisition History

This *RequisitionHistory* file serves as a log of actions that were performed by your organization's BALANCEtrak users. The fields include: Change Date, (User) Email, Requisition Number, and Description.

### 3. Requisitions

This file describes each Requisition, using fields from the Requisition Information menus:

Requisition Number	Job Code	Job Title	Original Job Title	Location Code	Location Name	Status
1001-2012-001	1001	Field Clerical I, Amerilink	Field Clerical I, Amerilink	Orlando Fl		Closed
1001-2012-002	1001	Field Clerical I, Amerilink	Field Clerical I, Amerilink	Orlando Fl		Closed
100-2011-001	100	Administrative Clerk	Administrative Clerk	DALLTX	Dallas	Closed
100-2012-001	100	Administrative Clerk	Administrative Clerk	Reston Va		Closed
10-2011-002	10	A/P Systems Manager	A/P Systems Manager	BALTMD	Baltimore	Closed
10-2012-002	10	A/P Systems Manager	A/P Systems Manager	Powell Tn		Closed
10-2012-003	10	A/P Systems Manager	A/P Systems Manager	On Site Cape Cod MA		Closed
10-2012-004	10	A/P Systems Manager	A/P Systems Manager	On Site Kadena Japan		Closed
11-2011-002	11	A/R Clerk	A/R Clerk	BALTMD	Baltimore	Closed
12-2011-001	12	A/R Clerk- LY(RestrictedUse)	A/R Clerk- LY(RestrictedUse)	HARRPA	Harrisburg	Closed
14-2012-001	14	A/R Manager,RSIS	A/R Manager,RSIS	Arlington Va		Closed

The archived fields include: Requisition Number, Job Code, Job Title, Location Code, Location, Name, (Requisition) Status, and # (Number) of Job Seekers.