

Bernard Health + JobTarget: Getting Started Guide

Make the most of **Bernard Health's** JobTarget integration!

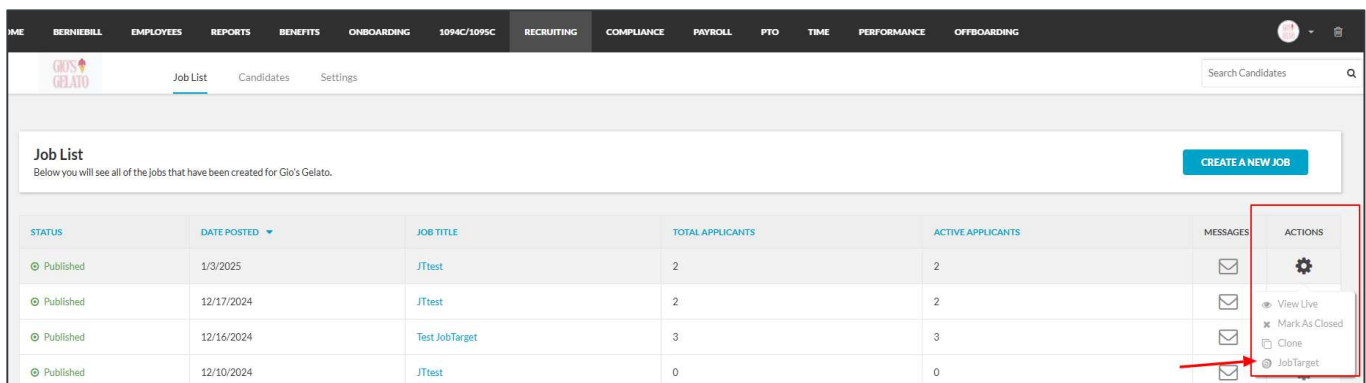
As a **Bernard Health** customer, you have access to a suite of tools to help you make the hires you need.

Use this guide to get up to speed with how your integration works and start posting jobs today!

Using JobTarget within Bernard Health: Initial Setup Steps

To begin using JobTarget to advertise your jobs from within the **Bernard Health** platform, please follow the steps below to complete the initial setup:

- 1. Navigate to the job list section of the Bernard Health platform:** Select a job and go to the gear icon under Actions.
- 2. Activate JobTarget Integration:** Click the gear icon and select JobTarget to open JobTarget's Marketplace.



STATUS	DATE POSTED	JOB TITLE	TOTAL APPLICANTS	ACTIVE APPLICANTS	MESSAGES	ACTIONS
Published	1/3/2025	JTest	2	2		
Published	12/17/2024	JTest	2	2		
Published	12/16/2024	Test JobTarget	3	3		
Published	12/10/2024	JTest	0	0		

Advertise Your Job

Navigate to an active requisition within your ATS or create a new requisition that you'd like to advertise.

How it works

1. Open the requisition

- Go to the list of all open jobs within Bernard Health.
- Hover over the gear icon and click "View/Edit requisition."

2. Access JobTarget

- Hover over the gear icon and click "JobTarget" to enter the JobTarget Marketplace. Here, you can utilize the [Marketplace User Guide](#) for further assistance.

Learn more about choosing a diversified media mix to get in front of the right audience [here](#) and how to choose the right job sites in Marketplace [here](#).

Edit a Job Advertisement

Make changes to how your job advertisement is posted. Avoid stopping a job advertisement to edit the job; simply update the job requisition within your ATS.

How it works

1. [Access the job requisition within Bernard Health](#): Make any changes within the specific job and save within your ATS.
2. [Updates](#): JobTarget will send the job advertisement changes to the job boards within 24-hours.

Stop Your Job Advertisement

There are a few different options for removing your job ad from the job boards you've posted it to.

How it works

- [Within Bernard Health](#)
 - Update the job's status so that it is closed or removed from your active jobs in Bernard Health, That will remove it from the job boards it is posted to.
- [Within JobTarget](#)
 - Access JobTarget via Bernard Health and stop the job ad(s) individually if you are not looking to adjust a status in Bernard Health.

Available Features

- **Performance Tracking:** JobTarget monitors job seekers' clicks and completed applications once posted through the JobTarget platform.
 - This data can be conveniently accessed within the Reports App for a detailed breakdown of applicant source information.
 - Bernard Health offers source reporting capabilities, allowing you to track clicks, applications, and other relevant data to optimize your recruitment strategy.
- **Easy Apply:** Bernard Health customers can take advantage of the Easy Apply feature offered through JobTarget.
 - With Easy Apply, basic information from the job application, such as resume, name, phone number, and email, will seamlessly integrate back based on the setup of the specific job requisition.
 - Any required screener questions for your jobs will also parse back.
- **Organic Media Package:** Through our partnership with JobTarget, Bernard Health customers gain access to an exclusive Organic Media Package. This package allows jobs to be automatically distributed to selected sites within our bundle.
 - The sites are in the organic/free sections, which is available for only US job postings. For more information, please visit our Help Center article, [Organic Job Posting Status](#).



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