

There are four ways to add a candidate into Bullhorn by parsing a resume:

1 Resume Wizard

Accessed via the Bullhorn menu, under Home.

Resumé Text: Cut and paste a resumé to be read into the field below.

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SOCIAL MEDIA MANAGER
Champion of social media tools and technologies, with a track record of creating and implementing successful social media programs. Keep up-to-date with constantly evolving technologies in online social networking, the blogosphere, search tools and Web 2.0, and work closely with clients to create innovative, effective campaigns.

2 DropZone Widget

Select the resume to parse and drag it into the lower-left corner.

File Upload

Libraries > Documents > Resumes

| Name | Date modified | Type |
|---------------------------|-------------------|-----------|
| Jordan Kendall Resume | 8/6/2015 9:21 AM | Micros... |
| LESLIE ANNE BRADFORD | 7/27/2015 8:42 AM | Micros... |
| Jessamyn Wakefield Resume | 6/26/2015 9:14 AM | Micros... |
| Silvia_Cosine_Resume | 4/15/2015 9:18 AM | Micros... |
| Kevin Harper Resume | 1/9/2015 3:56 PM | Micros... |
| Mario Dunbar resume | 10/3/2014 9:06 AM | Micros... |
| My Resume | 8/22/2014 8:27 AM | Micros... |

File name: LESLIE ANNE BRADFORD

Drop to Parse (or Click)

3 Bullhorn Accelerator

Extension for Google Chrome (available in the Chrome store)

Accelerator

Add a record to Bullhorn with your selected text

- New Lead
- New Candidate
- Existing Candidate
- New Contact
- New Opportunity
- New Job

Logout

4 Bullhorn for Email (Corporate and Enterprise Edition only)

From your inbox (Google Apps or Outlook 2013 / OWA)

To: Sally Recruiter

Beatrix Z Wehrle Resum... 18 KB

1 attachment (18 KB)

BULLHORN

Beatrix Z Wehrle Resume.docx

Parse this attachment into Bullhorn

- New Lead
- New Candidate
- Existing Candidate
- New Contact
- New Opportunity
- New Job

Email Attachments:

Beatrix Z Wehrle Re...

Email Body

Or attach it to an existing record

Attach this file to an existing record

- Attach to Candidate
- Attach to Contact
- Attach to Company
- Attach to Job
- Attach to Placement

Attach



When you parse a resume, Bullhorn:

- Extracts information from the resume and populates the following fields on the record:
 - ✓ Name
 - ✓ Current Company
 - ✓ Job Title
 - ✓ Email 1
 - ✓ Home Phone, Work Phone, Cell Phone (the parser adds a country code before the phone number)
 - ✓ Address
 - ✓ Category (tries to exactly match the job title to a category)
 - ✓ Skills - Skills must exactly match those in the Skills ID list.
 - ✓ Resume
 - ✓ Education
 - ✓ Work History
- Performs a duplicate check against active records (not archived or deleted) searching for any with the same last name and first two letters of the first name, or email address. If duplicates are found, Bullhorn lists the records that match.
- If parsing a file attachment (rather than a resume in an email message body or on the web), attaches the file to the record under the Files tab.

 **NOTE:** If you have a new resume from an existing candidate that you would like to update their record with, select "Existing Candidate" instead of "New Candidate" when you parse. In this case, you choose which fields to have the parser extract information from in the resume so as not to override any important information.

Add Candidate:

Resume Parser Results: Complete (72.73% Confidence)

Candidate Name:

Status:

Current Title:

Company:

Employee Type:

Employment Preference:

Source:

Owner:

Contact Information:

Primary Email:

