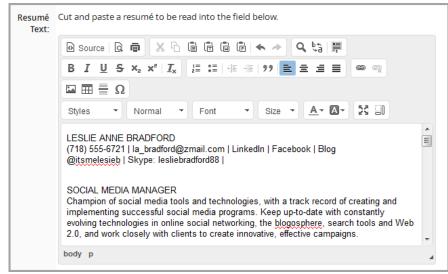
There are four ways to add a candidate into Bullhorn by parsing a resume:

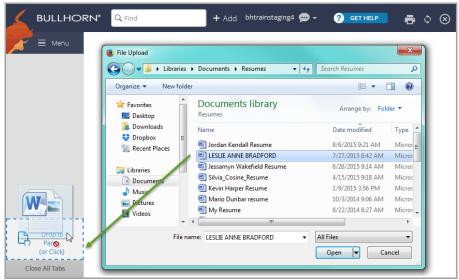
## Resume Wizard

Accessed via the Bullhorn menu, under Home.

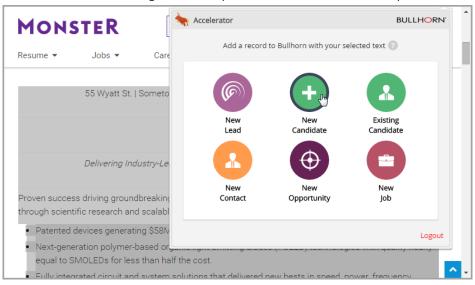


## DropZone Widget

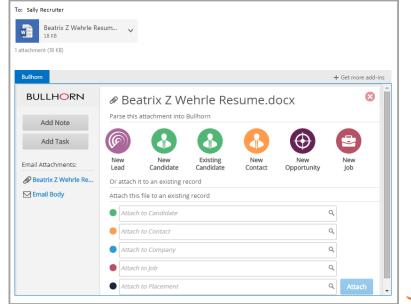
Select the resume to parse and drag it into the lower-left corner.



## Bullhorn Accelerator Extension for Google Chrome (available in the Chrome store)



Bullhorn for Email (Corporate and Enterprise Edition only)
From your inbox (Google Apps or Outlook 2013 / OWA)



## 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.

