The best way to add a job into Bullhorn is from a contact record, as Bullhorn automatically pulls the contact's name, company's name, and company's address into the job record for you, so there's less information you have to type. If you have Enterprise Edition, you can also add a job by converting an opportunity record, which, in addition to the above-mentioned, pulls the title, category, and description.

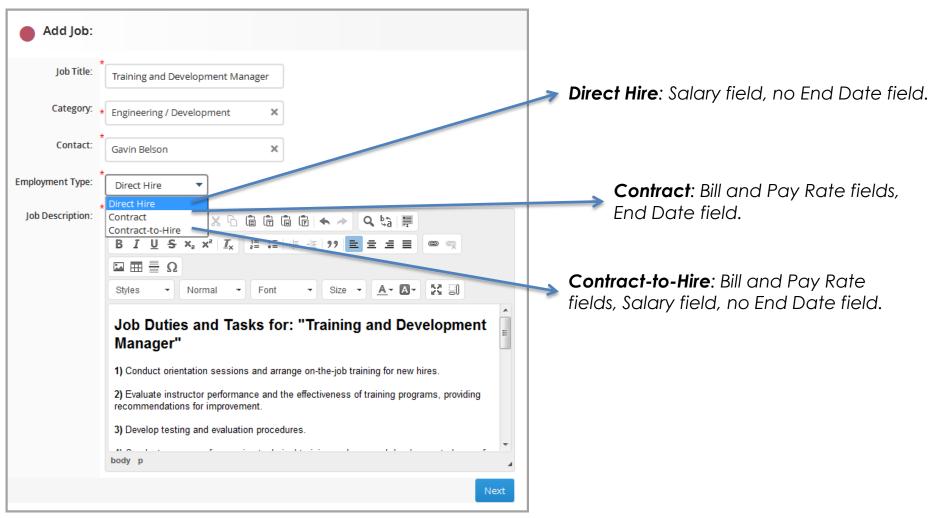
🥚 Gavin Belso			C ×		Add Job:		
O S ID O     Select an Action →							
Overview Edit Files (0) Activity Notes (6) LinkedIn			Add Note	=	Job Title:	Java Architect	
6     Image: Client Submission       Job     Submission       Client Submission     Interview				Add Note: Prescreen Email Add File	Category:	Engineering / Development	
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	Date	Author	Action	Add to Distribution List		Employment Type:	Direct Hire
	▶ 8/10/2015 9:23 AM	Sally Training	Outbound Call	Add Opportunity			
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	▶ 1/14/2015 10:33 AM	Sally Training	Inbound Call	Add Appointment			$\Box \equiv = \Omega$
	▶ 1/5/2015 4:10 PM	Sally Training	Outbound Call	Add Client Submission			Styles - Format - Font - Size - A- X I
	▶ 9/22/2014 4:31 PM	Sally Training	Outbound Call	United States			
Java Architect   Signing     Overview Edit Activity Notes (1) Files (0)			c? ;	**	<b></b>	Java Architect Job Responsibilities:	
Outbound Call Prospecting Qualifying Negotiating Current Closed						Java Architect Job Duties: • Achieves e-commerce information architecture operational objectives by contributing information and recommendations to strategic plans	
Contact:	Gavin Belson			Owner:			body ul li
Type:	Direct Hire 🔻			Sally Training	-		Next
Directine		Andy Training	Assigned to: Andy Training				
Deal Value: \$120,000.00		Assigned Date: After moving candidates through the hiring					
Status: Signing Priority: High		N/A • B cycle, you create a placement. Many of the fields on a placement record are					
Date Added: 9/30/2014				Contact: Gavin Belson	_		o (i.e., pull their values from) the

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## **Quick Reference Guide: Template**

## On the subject of Job Tracks...

Depending upon how your Bullhorn CRM is configured, choosing the Employment Type when adding a job (on the initial Add Job page) may determine which fields display on the next page.





**NOTE**: Bullhorn also supports both Opportunity and Placement tracks, but uses the Type field (often labeled "Priority") to define the opportunity types. As such, when converting an opportunity to a job, the opportunity type pulls into both the job Employment Type and the Type. When you create a placement from a job, however, since both entities use Employment Type to define tracks, provided both contain the same values, they correlate. Contact Support for more configuration options.

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