

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 Belson | CEO | Hooli

Overview Edit Files (0) Activity Notes (6) LinkedIn

Job Submission Client Submission Interview Placement

Last 10 Notes:

Date	Author	Action
8/10/2015 9:23 AM	Sally Training	Outbound Call
4/23/2015 9:22 AM	Sally Training	Client Visit
4/7/2015 10:31 AM	Sally Training	Email
1/14/2015 10:33 AM	Sally Training	Inbound Call
1/5/2015 4:10 PM	Sally Training	Outbound Call
9/22/2014 4:31 PM	Sally Training	Outbound Call

Select an Action

- Add Note
- Add Note: Prescreen
- Email
- Add File
- Add to Tearsheet
- Add to Distribution List
- Add Opportunity
- Add Job**
- Add Task
- Add Appointment
- Add Client Submission

Add Job:

Job Title:

Category:

Contact:

Employment Type:

Job Description:

Java Architect Job Responsibilities:

Achieves organization goals by defining, integrating, and upgrading a comprehensive architecture to support Java applications.

Java Architect Job Duties:

- Achieves e-commerce information architecture operational objectives by contributing information and recommendations to strategic plans

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Java Architect | Signing

Overview Edit Activity Notes (1) Files (0)

Outbound Call Prospecting Qualifying Negotiating **Signing** Converted Closed

Contact: [Gavin Belson](#)

Type:

Deal Value: \$120,000.00

Status: Signing

Priority:

Date Added: 9/30/2014

Owner: Sally Training

Assigned to: Andy Training

Assigned Date:

Contact: [Gavin Belson](#)

Convert to Job

After moving candidates through the hiring cycle, you create a placement. Many of the fields on a placement record are correlated to (i.e., pull their values from) the fields on a job record.



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.

Add Job:

Job Title: * Training and Development Manager

Category: * Engineering / Development x

Contact: * Gavin Belson x

Employment Type: * Direct Hire

Job Description: * Direct Hire

Contract

Contract-to-Hire

Job Duties and Tasks for: "Training and Development Manager"

- 1) Conduct orientation sessions and arrange on-the-job training for new hires.
- 2) Evaluate instructor performance and the effectiveness of training programs, providing recommendations for improvement.
- 3) Develop testing and evaluation procedures.


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Direct Hire: Salary field, no End Date field.

Contract: Bill and Pay Rate fields, End Date field.

Contract-to-Hire: Bill and Pay Rate fields, Salary field, no End Date field.



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.