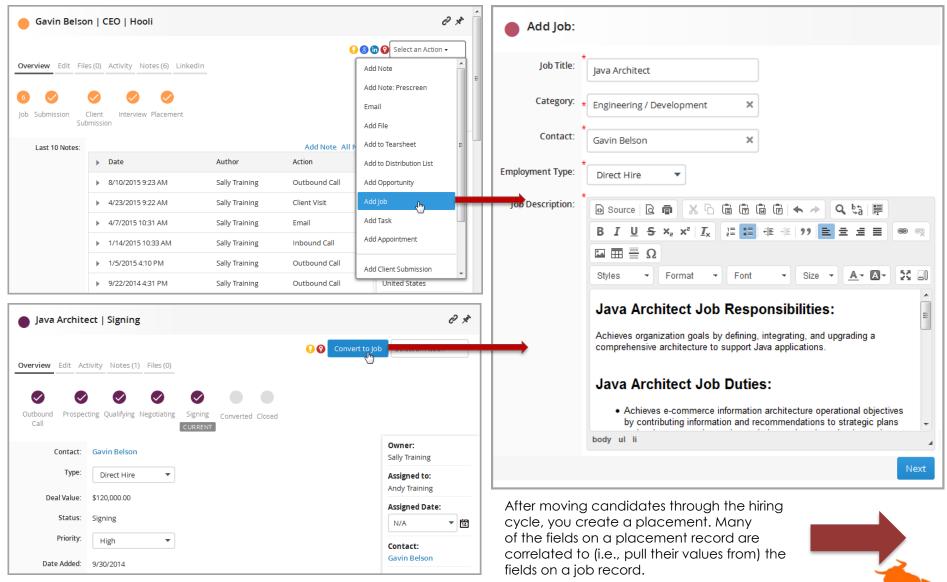
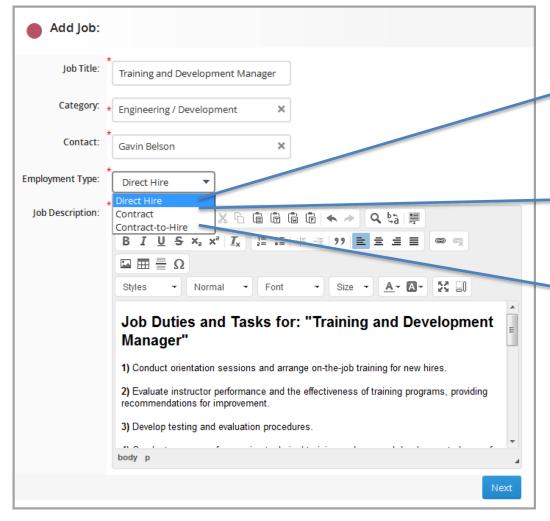
The best way to add a job into Bullhorn is from a contact record, as Bullhorn automatically pulls the contact's name, company's name, and company's address into the job record for you, so there's less information you have to type. If you have Enterprise Edition, you can also add a job by converting an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



## 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.



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.