

One way to add an opportunity record is from a contact record, during the process of conversion from a lead, as it will pre-populate already existing information, reducing the data you have to type.

Convert Lead

What would you like to convert the Lead to?

- Create new Company
Associate with Existing Company
- Create new Contact
Associate with Existing Contact
- Create new Opportunity

Convert to a New Candidate Cancel Next

You are adding a new ● Opportunity to the Contact ● Sia Furler.

Add Opportunity:

Title: * Production Asisstant

Contact: * Sia Furler

Type: * Direct Hire

Opportunity Description:

We are seeking a seasoned Production Assistant to aid in the management of our unscripted content creation. The successful candidate will possess the ability to complete high volumes of complex tasks and projects quickly with little to no guidance; react with appropriate urgency to situations and events that require quick response or turnaround; and efficiently and creatively solve difficult or complex problems that affect people within the business.

The candidate will also have great attention to detail and organization skills, as well as the ability to switch gears at a moment's notice. A high level of integrity, discretion and diplomacy in handling confidential information and professionalism in dealing with outside producers and production companies is key.

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NOTE: The number you enter into the Deal Value field is multiplied by the percentage associated with the opportunity's status (as defined in the opportunityStatusProbabilityToClose system setting) to calculate the Weighted Deal Value. You can view the opportunity's weighted deal value on the preview slideouts on the opportunity list (within the Snapshot card).

After clicking "Next," Bullhorn takes you to a secondary Add Opportunity page where you should complete the remainder of the required information (such as Deal Value and Status) and save the record.



You can also create an opportunity from scratch; in this case, you'd associate a contact as you're adding the opportunity.

The screenshot shows the Bullhorn interface with a list of opportunities. A dropdown menu is open over the list, showing various opportunity types. The 'Opportunity' option is highlighted. The list includes roles like News Anchor, Java Developer, Zookeeper, etc.

Id	Title	Status
66	News Anchor	
34	Java Developer	
51	Zookeeper	
46	Coffee Run Inter	
87	Master Builder	
65	Station Manager	
69	Cookie Maker	Converted
72	Animator	Converted
113	Blacksmith	Converted
86	Park Ranger	Negotiating
94	QA Engineer	Converted
64	Finance Manager	Prospecting

The screenshot shows the 'Add Opportunity' form in Bullhorn. The 'Title' field is 'Java Developer'. The 'Contact' field is 'meen' and a dropdown menu is open showing 'Meena Haverford' as the selected contact. The 'Opportunity Description' field contains text about job responsibilities and duties. A 'Next >>' button is visible at the bottom right.

Add Opportunity:

Title: * Java Developer

Contact: * meen

Type: *

Opportunity Description:

Java Developer Job Responsibilities:

Creates user information solutions by developing, implementing, and maintaining Java based components and interfaces.

Java Developer Job Duties:

- Defines site objectives by analyzing user requirements; envisioning system features and functionality.
- Designs and develops user interfaces to internet/intranet applications by setting

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