

Bullhorn for Email allows for an efficient and nearly seamless experience between a user's ATS, CRM, and email activity. For each applicable email in your inbox, a gadget below the message body appears enabling you to quickly take action on its contents. This includes parsing records into Bullhorn, attaching files to records, and adding notes and tasks.

Viewing Recognized Senders (i.e., they have a record in Bullhorn)

The screenshot shows the Bullhorn interface for a recognized sender, Alba Botanica. The header includes the Bullhorn logo, the sender's name 'Alba Botanica' with a location 'at Princess Cosmetics, LLC', and social media icons for Facebook, Twitter, and LinkedIn. Below the header are 'Add Note' and 'Add Task' buttons. The contact information includes a phone number '305-432-5211 (d)' and an address '337 West Ford Street, 8th Floor, Key West, FL 33040'. There are tabs for 'Open Jobs' and 'Notes (5)'. Under 'Notes (5)', two entries for 'Molly Sample' dated '1/15/16' are shown, each with a green 'Email' icon and a preview of the email content: 'Attached is a reference on Jordan Kendall. Please call me if you have any follow up questions.' On the left, under 'Email Attachments', there are links for 'Letter of Reference...' and 'Email Body'.

Viewing Unknown Senders

The screenshot shows the Bullhorn interface for an unknown sender, 'mbeths@xmail.com'. The header displays the Bullhorn logo and a message: 'We could not find mbeths@xmail.com in Bullhorn'. Below the header are 'Add Note' and 'Add Task' buttons. Three action buttons are visible: 'Add as Lead' with a purple swirl icon, 'Add as Candidate' with a green person icon, and 'Add as Contact' with an orange person icon. Under 'Email Attachments', there is a link for 'MorganBethShanno...' and an 'Email Body' link. Below this is a search box with the text 'Or associate to an existing record' and a dropdown menu labeled 'Select a Lead, Candidate or Contact' with a search icon.

The screenshot shows the Bullhorn interface for a recognized sender, Jordan Kendall. The header includes the Bullhorn logo, the sender's name 'Jordan Kendall', and social media icons for Facebook, Twitter, and LinkedIn. Below the header are 'Add Note' and 'Add Task' buttons. The contact information includes a phone number '1 702-223-5670 (p)' and an address '5801 Lilliput Avenue Henderson Nevada,'. There are tabs for 'Resume' and 'Notes (5)'. The main content area displays 'Jordan Kendall' with his address '[5801 Lilliput Avenue, Henderson, Nevada, 89009] | [702-223-5670] [jordankendall76@outlook.com]'. Below this is his title 'MARKETING SPECIALIST' and a paragraph describing his experience: 'Marketing specialist with exemplary track record and demonstrated ability in analyzing markets: building marketing plans, product positioning and sales initiatives in relevant business areas such as finance, IT, health care and retail sales.' This is followed by a 'Summary of Qualifications' section with two bullet points: 'Master in producing content for optimal and effective marketing programs.' and 'Specialist in communicating insights and ideas'. On the left, under 'Email Attachments', there are links for 'Jordan Kendall Resu...', 'Email Body', and 'UnknownAttachmen..'

Click either the name of the file or "Email Body" to display the parse/attach options (see reverse side for details).

Associate a new email address with an existing Bullhorn lead, candidate, or contact.

View important information from the lead, candidate, or contact's record.

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Taking Action on an Email (Notes, Tasks, Message Body, and Attachments)

The screenshot shows the Bullhorn interface for an email attachment titled "Jordan Kendall Resume.docx". On the left, there are buttons for "Add Note" and "Add Task", and a list of "Email Attachments" including "Jordan Kendall Resu...", "Email Body", and "UnknownAttachmen...". The main area displays the attachment name and a "Parse this attachment into Bullhorn" section with six icons: "New Lead", "New Candidate", "Existing Candidate", "New Contact", "New Opportunity", and "New Job". Below this is an "Or attach it to an existing record" section with a list of options: "Attach to Candidate", "Attach to Contact", "Attach to Company", "Attach to Job", and "Attach to Placement". A blue "Attach" button is at the bottom right.

Parse file (or message body text) into Bullhorn as a new lead, a new candidate, an existing candidate, a contact, an opportunity, or a job. Clicking these buttons redirect you to Bullhorn where you can complete the required fields and save the record.

Click either the name of the file attachment or "Email Body" to display the parse/attach options to the right.

Add the contents of the email message body into Bullhorn as a task or note referencing a lead, candidate, or contact.

Attach file to a candidate, contact, company, job, or placement record.