

The job list displays all of the jobs in your corporation or department and allows you to search for jobs based on specific criteria you define. You can personalize different job list layouts by choosing the columns to display. This is especially useful when you want to show different columns for temp jobs (e.g., pay rate, bill rate) and perm jobs (e.g., salary). You access the Job List from the Bullhorn menu.

The screenshot shows the Bullhorn Jobs interface. On the left is a table of jobs with columns for Id, Job Title, Status, and Client. The 'Master Builder' job (Id: 150) is selected. On the right, a modal window titled 'Master Builder' is open, showing hiring process activity (1 Internal Submissions, 0 Client Submissions, 0 Interviewing, 0 Placement, 1 # of Openings) and details for Client Company 'The Builder Brothers', Contact 'Joseph Builder', and Address '6225 Smith Avenue, Baltimore, Maryland 21209'. The modal also shows the Employment Type as 'Direct Hire'.

Id	Job Title	Status	Client
150	Master Builder	Accepting Candidates	The B...
149	Call Center Rep	Accepting Candidates	Seasi...
147	Zookeeper	Accepting Candidates	The C Cons...
146	Barista	Accepting Candidates	Hooli...
144	Window Washer	Placed	Gam...
142	Production Laborer	Accepting Candidates	Hone...
141	Software Engineer	Submitted	Hooli...
140	Java Architect	Signing	Hooli...
139	Support Analyst	Accepting Candidates	Hooli...
136	Master Mixologist	Accepting Candidates	Bella...

To add/remove/re-arrange job list columns

1. From the **Columns** drop-down, select the fields to add (under **Available Columns**) or remove (under **Selected Columns**).
2. Click **Save**.
3. Drag and drop the column headers into the appropriate locations.

To save a column layout

1. When you have your columns aligned the way you want them, from the **Columns** drop-down, under **Layouts**, select **Create**. Your previously saved layouts also appear here.
2. In the **Layout Name** field, type a name for the layout (e.g., Perm Jobs).
3. Click **Save**.

Viewing Job Details

You can quickly view more details about each job on the list by clicking the binoculars. This preview pane lets you toggle between an overview of the job's details (company, contact, address), the job description, and any associated notes, as well as displays any hiring process activity across the top. Finally, you can add new notes, tasks, log submissions, and publish the job to job boards from the Action drop-down on the right.

NOTE: To delete a saved layout, roll your mouse over the layout name and click the red X.