

## ACCESSING THE PLACEMENT LIST

You access the placement list by clicking the Placements icon in the Bullhorn Menu.



## PERSONALIZING THE PLACEMENT LIST

The placement list displays all of the placements in your corporation or department and allows you to search for placements based on specific criteria you define. You can personalize different placement list layouts by choosing the columns to display. This is especially useful when you want to show different columns for contract placements (e.g., pay rate, bill rate) and direct hire placements (e.g., salary).

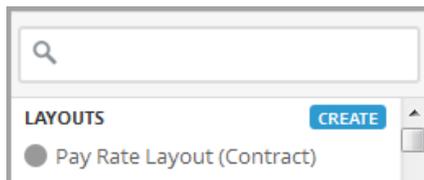
### To add/remove/re-arrange placement list columns

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., **Pay Rate Layout**).
3. Click **Save**.

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



## TAKING MASS ACTION ON PLACEMENTS

You can perform mass actions on placements - such as approving, sending mass mailings to associated contacts and candidates, and updating salary and pay rate information - from the Selected drop-down in the upper-right corner of the page. To display this drop-down, select the check boxes to the left of the placements to change.

<input checked="" type="checkbox"/>	<b>Id</b>	<b>Job</b>	<b>Status</b>	<b>Candidate</b>
<input checked="" type="checkbox"/>	9	Animator	Submitted	Pilar Mendez
<input checked="" type="checkbox"/>	8	Java Developer	Submitted	Buffy Summers
<input checked="" type="checkbox"/>	7	Marketing Manager	Submitted	Jordan Kendall
<input checked="" type="checkbox"/>	6	Technical Writer	Approved	Kirsten Katz
<input checked="" type="checkbox"/>	5	Product Trainer	Submitted	Jason Farley
<input checked="" type="checkbox"/>	4	Trainer	Approved	John Davis
<input checked="" type="checkbox"/>	3	Technical Support Analyst	Approved	Susan Delgado
<input checked="" type="checkbox"/>	2	QA Analyst	Approved	John Davis
<input checked="" type="checkbox"/>	1	Java Developer	Approved	Jason Farley

UPDATE

- Approve
- Change Status
- Change Start Date
- Change Scheduled End
- Change Pay Rate
- Change Bill Rate
- Change Over-time Pay Rate
- Change Salary

ACTIONS

- Add Note
- Add to Tearsheet
- Email Contacts
- Email Candidates

EXPORT AS

