When a new candidate applies to a job posting, Bullhorn parses the resume and logs the record as a web response. You view all web responses on the Submission List. You access the Submissions List from the Bullhorn menu, under Home.

		Candidate ▼	Job ▼	🔽 Status ▼	Job Status ▼	Candidate Status ▼	Job
☑	🔭	**Nelson Bighetti**	**Master Builder**	Web Response	Accepting Candidates	New Lead	Jose
☑	🔭	**Michelle Montana**	**Master Builder**	Web Response	Accepting Candidates	New Lead	Jose
☑	🔭	**Michelle Montana**	**Barista**	Web Response	Accepting Candidates	New Lead	Nels
☐	🔭	**Garrus Vakarian**	**Production Laborer**	Web Response	Accepting Candidates	New Lead	Arie
☐	🔭	**Lesley Cambridgeshire**	**Production Laborer**	Web Response	Accepting Candidates	New Lead	Arie
☐	🔭	**Havarti Dill**	**Master Mixologist**	Web Response	Accepting Candidates	New Lead	Xan
☐	🔭	**Caesar Clamato**	**Java Architect**	Web Response	Signing	New Lead	Gav
☐	🔭	**Chris Lewis**	**Technical Support Analyst**	Web Response	Placed	New Lead	Bob
☐	🔭	**Joseph Kroon**	**Bouncer**	Web Response	Accepting Candidates	New Lead	Eric
☐	🔭	**Daniel DiPasquale**	**Java Architect**	Web Response	Signing	New Lead	**Andrew Burke** Unas
☐	🔭	**Havarti Dill**	**Java Architect**	Web Response	Signing	New Lead	**Andrew Burke** Unas

Internal Submissions — 📋 📊 — 🔍 Search — ▥ Columns ▾ — 👤 Users ▾ — ☆ Favorites ▾ — **Clear ▾** — **3 Selected ▾**

Dropdown menu:
- **UPDATE**
- Change Status
- Change Candidates Status
- Mass Delete
- **ACTIONS**
- Add Note
- Add Internal Submission
- Add to Tearsheet
- Create Task List
- Email Contacts
- Email Candidates
- Delete Web Responses
- **Move to Submission**
- **EXPORT AS**
- CSV

Take action on web responses, such as updating statuses, mass emailing, deleting them, and moving them to submissions. Note that Deleting a web response does not actually delete the candidate record. When you select "Move to Submission" rather than "Add Submission", Bullhorn automatically internally submits the candidate to the job they applied for.

Add the Status column (which indicates Submission Status) as a column and filter by "Web Response."

Save the filter and column layout as a Favorite so you can easily access your web responses later.

Select a user to display web responses only for the jobs they own.

Click the binoculars to review information such as the job the candidate applied for and its requirements, their resume, and, if applicable, their submission history.

Quick Reference Guide: Web Response Management

Bullhorn®