

BULLHORN® TRAINING SERVICES

Bullhorn Accelerated New Hire Recruiter Training

Overview

Bullhorn Training Services are designed for users to quickly become proficient in Bullhorn, thus increasing placements and job orders, and maximizing your investment. Training sessions are offered via blended learning solutions, by combining classroom-based courses, phone-based courses and self-paced training.

Bullhorn offers an accelerated new hire training designed specifically for the recruiting function. This course consolidates the standard Fundamentals and Advanced courses to get your new hires proficient with Bullhorn at minimal cost.

Who Should Attend

This course is designed for individuals who are responsible for the candidate side of the business. We offer a separate accelerated course for sales professionals.

Course Objectives

By the end of this course participants will be able to:

- Add Candidate records into the system five different ways
- Manage a Candidates Profile
- Manage a Candidates Activity and Workflow
- Reformat Standard Resumes
- View, filter, and sort the Candidate list
- Use the Candidate list "Select an Action" menu options
- Find candidates internally and externally using various Bullhorn application searching techniques
- Add Candidates to Task lists, Distribution lists, and Tearsheets/Hotlists
- Submit candidates to a job and understand the hiring workflow

Pre-Requisites

Participants must have a Bullhorn account.

Course Formats

Web/Phone-based sessions

- Duration: 2 hours
- Maximum number of participants per course: 15

For Additional Information

Please send an email to professionalservices@bullhorn.com