

# BULLHORN® TRAINING SERVICES

## Bullhorn Accelerated New Hire Sales 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 sales 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 client side of the business. We offer a separate accelerated course for recruiting professionals.

### Course Objectives

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

- Add a company and contact record
- Manage a company and contact record
- Understand organizational charts
- View, filter, and sort the company list
- View, filter, and sort the contact list
- Use the contact list “select an action” menu options
- Add a job into the system
- Manage the job record
- Recognize how candidates are submitted internally against the job
- Submit candidates to a client
- Understand all aspects of the hiring process
- Search for candidates and contacts in the database
- Add search results to task lists, distribution lists, and tearsheets/hotlists

### 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](mailto:professionalservices@bullhorn.com)