

# BULLHORN® TRAINING SERVICES

## Bullhorn Advanced 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 Advanced Training takes participants to the next level of Bullhorn functionality after they complete Fundamentals Training. Advanced Training is designed to introduce participants to Bullhorn's standard out-of-the-box staffing and recruiting workflow, teach individuals how to effectively manage job records, perform advanced searches, administer submissions, and manage placements.

### Who Should Attend

This course is designed for individuals who will use the full extent of Bullhorn on a daily basis. This includes recruiters, sales or account executives, managers, and system administrators.

### Course Objectives

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

- Job records
- Internal and external submissions
- Placements
- Advanced, General/Profile and Keyword searches
- Mass mailings
- Distribution lists
- Task lists
- Public and private tearsheets
- Differentiate between public and private tearsheets
- Saved queries
- Placement records and status
- Commissions, bill rates, and burden rates
- Placement change requests

### Pre-Requisites

Participants must complete the Bullhorn Fundamentals Training prior to attending this course.

### Course Format

#### Phone-based session

- 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)