WELCOME TO BULLHORN!

You're now part of a growing, inclusive, high-energy, innovative group of staffing and recruiting professionals! We hope you ***engage*** with our community to share best-practices and continue developing in your career. In no small way, you help put the world to work, and we are proud to play a small part in your success!

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DID YOU KNOW?

Over 10.7 million placements have been made with Bullhorn!

Bullhorn

IMPORTANT RESOURCES



BULLHORN LEARNING HUB

Visit page 3 of this document for more information

The Learning Hub contains webinars, self-paced learning, instructor-led training, and more – available on demand and designed to get users up to speed on Bullhorn quickly. The content library is searchable and specific topics are easily located so you can quickly find the topics that are most relevant for you.

HELP ARTICLES

https://help.bullhorn.com/s/

This resource is your one stop for all things Bullhorn. Included here are technical help articles, product updates, marketplace partners, event information, and more. Bookmark this page so you can access it quickly whenever you need it.

PRODUCT UPDATES

https://help.bullhorn.com/s/product-updates

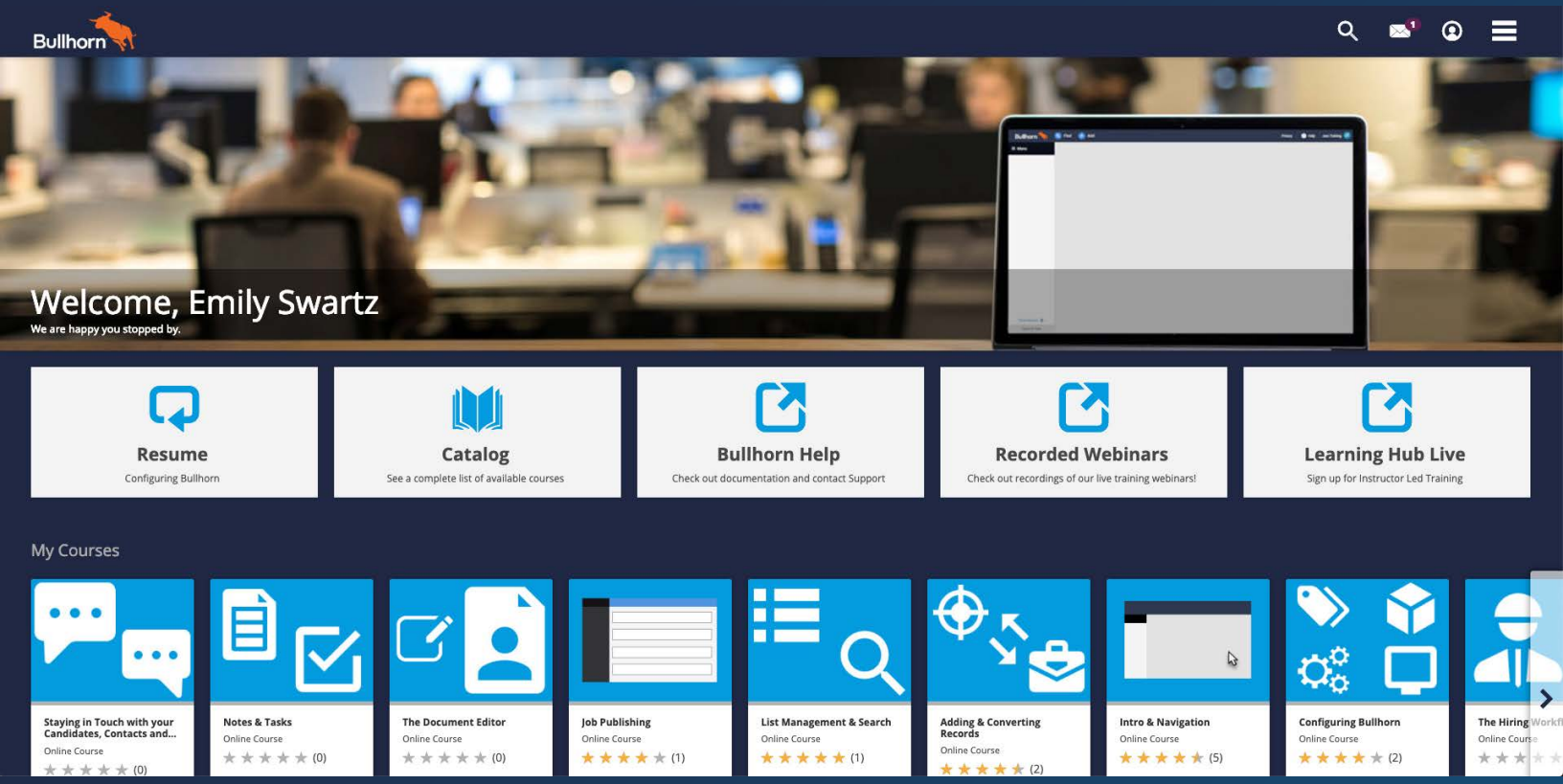
Stay up to date on the latest product releases and feature updates using this link. We update this page every month to inform users on what is new within Bullhorn. Easily narrow down the updates to include only those from products you use.

PRODUCT FEEDBACK FORM

https://help.bullhorn.com/s/feature-requests

Have an idea on a great feature update? Want to submit feedback on a Bullhorn product you know and use everyday? Use our product feedback form to submit feedback directly to our Product Development team!

THE BULLHORN
LEARNING HUB



What is the Learning Hub?

The Bullhorn Learning Hub is your new and complimentary learning resource with guided learning paths for you and your team. From user training to best practices, this resource will help you get the most out of your Bullhorn investment.

What does the Learning Hub solve for you?

1. Train your workforce faster, without additional cost
2. Use Bullhorn content as a core part of your onboarding program
3. Upskill employees as their role evolves or changes

THE BULLHORN LEARNING HUB

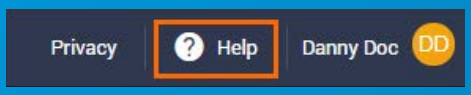
What type of courses and content are in the learning hub?

Start with our featured courses right on your home page. There you will learn end user, manager, and admin best practices and standard functionality. We are adding new content constantly, so check in regularly for new content!

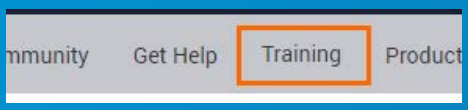
How do I log into the Learning Hub?

Logging into the Learning Hub is easy! Your Bullhorn User ID and Password are synched to the Learning Hub and will automatically log you in.

1. **While logged into Bullhorn, select HELP to access the Bullhorn Community.**



2. **Choose Training from the menu bar.**



3. **Select** "Log into the Learning Hub" **from the Bullhorn Learning Hub image.**



Learning Hub Topics Include:

END USER

- **Creating records** (including notes, candidates, contacts, and jobs)
- **List Management and Search**
- **Job Publishing**
- **Managing Records**
- **The Hiring Workflow**

ADMIN

- **Configuring Bullhorn**
  - *Field Mappings*
  - *Adding Custom Fields*
  - *Configuring Submission Statuses*
  - *Configuring Preview Slideout and Tearsheet Columns*
- **User Management** (including adding or disabling a user)

MANAGER

- **Reporting Options**
- **Record Management**
- **Add Ons**

S RELEASE TO NOVO

- **Navigating Novo**
- **Record Overviews**
- **Notes**
- **Hiring Workflow**
- **Administrator Tools**

BULLHORN CONTENT

STAFFING BLOG

https://www.bullhorn.com/blog

The Bullhorn Staffing Blog is a comprehensive resource for knowledge and insights into the staffing and recruiting industry. Blog posts cover a range of topics, from recruiting tips and tricks, to industry trends, to innovations in staffing technology. Subscribe to the Staffing Blog for these trends, tips, and insights delivered straight to your inbox.

CUSTOMER BLOG

https://www.bullhorn.com/customer-blog

Where can you find blog posts and insights specifically for Bullhorn customers? The Customer Blog is your go-to resource for all things Bullhorn, including events, product updates, and a glimpse into what life is like at Bullhorn! We add new posts each week, so bookmark this page for easy access!

RIX

https://www.recruitmentix.com

As the only purpose-built, peer-to-peer content platform for the industry, The Recruitment Innovation Exchange (RIX) serves as a venue for thought-provoking discussions and value-added strategies. Visit RIX for insights from global leaders in the staffing and recruiting industry so you are always up-to-date with the latest trends.

STAFFING SPEAKS OUT

https://www.bullhorn.com/staffing-speaks-out

Staffing Speaks Out is a conversation series where professionals from the staffing and recruiting industry share their ideas, insights, and expertise on a range of topics, including how to effectively onboard new hires, tips to improve candidate engagement, and how to grow your career in staffing.

SOCIAL MEDIA

Twitter: @Bullhorn ***LinkedIn: Bullhorn***

Bullhorn's social media channels are the perfect way to get updates and content right from Bullhorn straight to your timeline or newsfeed. We regularly post content from our blogs and other industry insights to ensure you stay up-to-date with what is happening in the staffing and recruiting space.

TIPS FROM SUPPORT

Our Support Team is asked about these five things more than anything else! Get ahead of it and explore the Learning Hub and Help articles to make sure you understand these topics!

How to Update Field Mappings

Field Mappings are used to control where and how your users input data into Bullhorn. Users with this functionality can customize Field Mappings to track data specific to business needs, ensuring Bullhorn is configured the way that works best for your company.

How to Add/Edit/Delete Records

Records – including candidate, client, contact, or job – a re an integral part of Bullhorn. Without records, Bullhorn would not be a valuable source of information and insights into your business!

How to Add/Disable/Replace Users

Maintaining user accounts is necessary to ensure that everyone who needs a Bullhorn account has one, and conversely, people who didn't need a user account don't have one.

How to Import/Export Records

Using Bullhorn's Custom Import tool, you're able to import Candidates, Contacts, and Leads into Bullhorn directly from a CSV (comma separated values) file. You can also export records such as Candidates, Contacts, and Submissions directly from each respective list view. This functionality allows you to bring in existing data to Bullhorn easily and export all of your records in just a few clicks.

How to Mass Mail

Sending a mass mail allows you to quickly send a message to many contacts at once, all from within Bullhorn using the data you already have. You can personalize the messages to incorporate names and other information you have in Bullhorn.

For information and directions on completing the above items, visit the Bullhorn Learning Hub! Directions to access the Learning Hub can be found on page 3 of this guide.