

BULLHORN® TRAINING SERVICES

Bullhorn360® 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.

The Bullhorn360 Training course provides individuals who will be responsible for designing reports the necessary skills to properly create and manage 360 reports.

Who Should Attend

This course is designed for BH Admins and Business Analysts, who want to learn how to create, edit, assign and modify reports in bullhorn. This course is not designed for users who will be limited to simply running reports.

Course Objectives

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

- Understand the different types of reports that can be created
- Learn the different ways to display a report and distribute a report to all or some end users
- Create standard reports (such as list, pie/charts, pivot, calculated column) through workshop scenarios-which will cover:
 - Reviewing the layout of 360
 - Reviewing the Navigation of 360
 - Reviewing the general package offerings
 - Creation and modification of reports
 - Enhancing reports through filtering, calculating columns, sorting and formatting

Pre-Requisites

Participants must complete the Bullhorn Fundamentals and the Bullhorn Advanced Training prior to attending this course. At least one attendee must have completed Bullhorn Administrative Training. Finally, participants should have a strong understanding of the industry and their company goals in order to utilize Bullhorn360.

Course Formats

Bullhorn360 Training is a group format with multiple clients in attendance. A Bullhorn Trainer conducts the course via conference line and a web session, whereby attendees can see the Trainer's screen. The Trainer does not log into individual clients' systems, and answer system specific questions. This is an approximately 2 hour-long session.

For Additional Information

Please send an email to professionalservices@bullhorn.com