

BULLHORN® TRAINING SERVICES

Bullhorn Administrator 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 Bullhorn Administrator Training course provides individuals the necessary skills to properly administer Bullhorn and utilize the system's configurability. For private trainings with an instructor, we'll allow you to set the agenda, allowing you to focus on your needs and priorities.

Who Should Attend

This course is designed for individuals who will assume the responsibility of managing and configuring Bullhorn within their firm.

Course Objectives

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

- Field mappings, field types, and required fields
- Dropdown lists
- The list views using the View Layout tool
- Systems settings such as:
 - Appointment types
 - File attachment types
 - Task types
 - Submission statuses
 - Note actions
- Categories and skills
- User accounts and user privileges
- Email delegations, login restrictions and IP addresses
- Record ownerships

Pre-Requisites

Participants must complete the Bullhorn Fundamentals and the Bullhorn Advanced Training prior to attending this course. Participants should already be live on Bullhorn.

Course Formats

Self-paced online

- Available 24/7 until completion of the course
- Followed by an optional virtual live Q&A session

Phone-based sessions

- Duration: 2 hours including Q & A session
- Maximum 5 participants per course

For Additional Information

Please send an email to professionalservices@bullhorn.com