

BULLHORN® TRAINING SERVICES

Bullhorn Fundamentals 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 Fundamentals Training introduces participants to the Bullhorn environment. This course covers fundamental navigation of Bullhorn, and introduces critical functionality regarding Bullhorn email, CRM, and applicant tracking.

Who Should Attend

This course is designed for individuals new to Bullhorn. This includes recruiters, sales or account executives, managers, system administrators, and any personnel who will be using the groupware functionality.

Course Objectives

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

- The Bullhorn user interface
- Personal preferences
- Emails
- The integrated calendar
- Personal tasks
- Candidate records
- Resume Wizard
- Candidate record
- Client and company records
- Client's contact list
- Searches using the Quick Search and Fast Find functionalities

Pre-Requisites

Familiarity with Internet Explorer

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