

BULLHORN® TRAINING SERVICES

Bullhorn SME 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.

Offered at our headquarters in Boston or at your site, this 2-day in-depth Bullhorn Subject Matter Expert Training will provide your team the foundation and advanced concepts that will allow them to develop solid product knowledge skills and domain expertise. After completing this training, participants should be strong resources for the rest of your organization in regards to using Bullhorn.

Who Should Attend

This course is designed for individuals that will assume the role of Bullhorn Subject Matter Experts or for those that will assume an internal support role during and after the implementation phase.

Course Objectives

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

- Personal preferences
- Emails
- The calendar and appointments
- Personal tasks
- Candidate records
- Client and company records
- Job records
- Submissions
- Placements
- Advanced searches using the Fast Find and Quick Search functionality
- Distribution and task lists
- Tear-sheets
- Saved queries
- The candidate – job – client relationship in the submission process
- Placement records and statuses
- Commissions, bill rates, and burden rates
- Placement change requests

Pre-Requisites

Participants must be proficient with MS Windows and MS Internet Explorer. Participants should also have experience in the staffing and recruiting industry, and a clear understanding of their organization's business processes.

Course Format

Onsite sessions

- Duration: 2 days at Bullhorn's headquarters or Client Site
- Maximum 5 participants per course

For Additional Information

Please send an email to professionalservices@bullhorn.com