Creating a Candidate

NOTE: Most candidates will come through Onboarding 365

Creating a Candidate in Bullhorn

Candidate records are created automatically when a Candidate applies to a posted Job or when they register from the agency website (via Bullhorn's Online Employment Application (OEA). Typically the starting Status and candidate source value reflect where the Candidate record originiated.

Candidate records can also be created by Add Candidate and manually inputting details or by parsing a resume to complete the fields.

• To manually add a new Candidate, click the + Add Fast Add



• Candidates may be added with or without a resume. If you paste or drop a resume in the right panel, or import a resume, the resume content parses into the Candidate record.



🌲 Add Candida	te	
PREFIX	~	RESUME DISPLAY TOOLBOX
FIRST NAME	•	below.
MIDDLE NAME		B I U S x₂ x² Styles - Format - Font - Size - A 23
LAST NAME	•	
SUFFIX	•	
STATUS	✓ New Lead	
NICKNAME		
CURRENT EMPLOYER		
CURRENT TITLE		
SOURCE	• •	
		CANCEL SAVE 🗸

To import a resume, click **Parse Resume** in the *Bowling Alley* and selecting the resume file.

- When parsing a resume, always verify the Candidate record, including any details that parsed.
- Modify and/or complete field to finish the Candidate record. Fields with a red dot are required.
 - When complete, click **Save**.

Bullhorn 🦴	🝳 Find 🕂 Add	Privacy ? Help nicolegraf archstaffing 🧰					
≡ Menu	🌲 Add Candidate						
Dashboard	RESUME PARSER RESULTS Complete (91.67% Confidence)	RESUME DISPLAY TOOLBOX 💶					
Add Candidate	PREFIX	Looking to parse a resume? Simply drag and drop the file anywhere on this page, or copy and paste the text below.					
F	FIRST NAME V Nicole	Image: Image					
	MIDDLE NAME	Nicole Graf					
	LAST NAME 🗸 Graf	839 N. Marshall Street, #72 Milwaukee, WI 53202 M: 414-530-6491 E: mmeraf5/1@vakoo.com W: http://www.linkedin.com/in/icolegraf					
	SUFFIX	Overview An organizational leader with significant relationship management and influencing skills at all I					
	STATUS 🗸 New Lead 👻	Anto spannarowa mante wina significanti reintrosninji manigemeta ani mnecikanji skuto a ani trackr record of strategis solutions, implementario, change management, and project manageme technology, marketing and social media engagement.					
	NICKNAME	Experience Codeworks at MillerCoore2013-present Change Management Consultant Consulting Change Management activities for the MillerCoors IT organization related to:					
	CURRENT EMPLOYER Codeworks at MillerCoors	Commany Competence of Project Management processes and standards, and job aids in preparati deployment of a new PPM solution Communications and training development to ensure engagement of the BIS organizati					
	CURRENT TITLE Change Management Consultant	change initiatives Aid in identifying path for achieving CMMI Level 2 					
Parse Resume CLOSE ALL TABS		CANCEL SAVE 🗸					

The created Candidate **Overview** appears. The unique Candidate ID and Candidate name appear in the green banner along the top.



\$ 68844	Nicole Graf G 🖪 🕈			ACTION	s • ē @ # 3 ×
D FIRST NA 58844 Nicole		PHONE 530-6491			
OVERVIEW EDI	T ACTIVITY EMAILS NOTES (0) WORK HISTORIES (3) EDUCATIONS (2)	REFERENCES (0)	FILES (1) SUBMISSIONS	(0) TAX INFO PULSE	LAYOUT
Prescreer	n Client Submission	Interview	Offer Ext	Placement	
Open Subm	lissions	₿ ⊗	Details		₿ ⊗
A		BRANCH	Training 🔻		
	The second se		OWNERSHIP	nicolegraf archstaffing	
	This Candidate doesn't have any open Submissions.		TEARSHEETS		
		OPTED OUT	No		
	ADD SUBMISSION +	ADDRESS	839 N. Marshall Street, #72 Milwauk	ee Wisconsin 53202 United States	
			DATE ADDED	08/12/2020	
Resume		KX C 🛞	CREATED IN ISOLVED	No 👻	
	Nicole Graf				C
	839 N. Marshall Street, #72 Milwaukee, WI 53202 M: 414-530-6491 E: <u>nmgraf517@yahoo.com</u> W: <u>http://www.linkedin.com/in/nicolegraf</u>		CATEGORY	Skilled Trades	
Overview	An organizational leader with significant relationship management and influencing skills at all levels. A proven track record of strategic solutions, implementation, change management, and project management across technology, marketing and social media engagement.		SKILLS	BPR BUSINESS ANALYSIS	
Experience	Codeworks at MillerCoors	2013-present		BUSINESS REQUIREMENTS CMMI	
	Change Management Consultant			Communication	
	Consulting Change Management activities for the MillerCoors IT organization related to: Development of Project Management processes and standards, and job aids in prove			+24 more	

The tabs across the top contain specific information for the Candidate. Tabs include:

- **Overview**: view of the Candidate Cards which are a snapshot of the record and activity
- Edit: used when need to add to or modify fields on the Candidate record
- Activity: summary of related records and actions taken for this Candidate
- **Emails**: list of emails associated with the Candidate
- Notes: list of notes associated with the Candidate
- Work History: details about the Candidate's past employment. This may be populated through the parsing of a resume, or through manual updates
- **Education**: details about the Candidate's education. This may be populated through the parsing of a resume, or through manual updates
- References: where Candidate references may be documented
- Files: list of files associated with the Candidate.
- Submissions: list of Jobs against which the Candidate has been submitted
- Pulse: an overview of engagement with the Candidate

Depending on your system configuration additional tabs may appear.

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ID 68850	FIRST NAME Nicole	MIDDLE NAME Marie	LAST NAME Graf			MOBILE PHONE +1 414 530-6491									
OVERV	IEW EDIT	ACTIVITY EMAI	LS NOTES (1)	WORK HISTORY	r (3) EDUCAT	ION (2) REFERENCES (1)	PAYABLE CHARGES	FILES (2)	SUBMISSIONS (1)	TAX INFO	PULSE		L.	AYOUT	::

The Candidate workflow items track activity associated with the Candidate. These generally include:

- Submissions: tracks the total number of times this Candidate has been submitted to Jobs
- Interviews: tracks the total number of interviews that have been scheduled for the Candidate
- Placements: tracks the total number of times this Candidate has been put on a Placement





• Active: indicates the total number of active placements for the Candidate

Workflow items will vary based on your system configuration

â 68844 Nicole Graf G 🛅 🍳			×
ID FIRST NAME MIDDLE NAME LAST NAME 68844 Nicole Graf	NICKNAME STATUS MOBILE PHONE New Lead • +1 414 530-6491		
OVERVIEW EDIT ACTIVITY EMAILS NOTES (0)	WORK HISTORY (3) EDUCATION (2) REFERENCES (0) PAYABLE CHARGES FILES (1) SUBMISSIONS	S (0) TAX INFO PULSE LAYOUT	
Prescreen Submission	Client Submission Interview Offer Extended Placement	Active Onboarding	

<Agency specific > Candidate Management

