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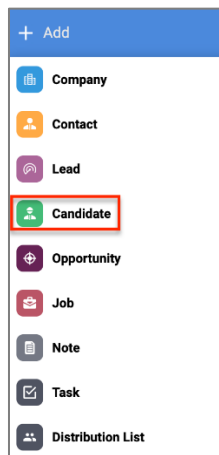
- Candidates may be added with or without a resume. If you paste or drop a resume in the right panel, or import a resume, the resume content parses into the Candidate record.

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**.

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

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
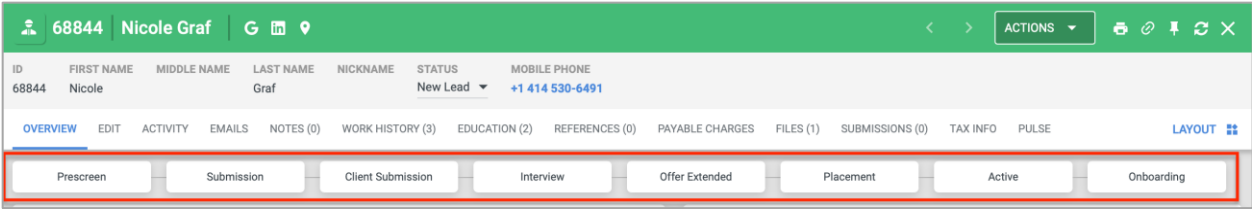- **Pulse**: an overview of engagement with the Candidate

Depending on your system configuration additional tabs may appear.

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

<Agency specific > Candidate Management