Ending a Placement

When a Placement ends, either because the assignment has concluded or the Candidate is hired by the Client, the Placement must be ended in Bullhorn.

Ending a Placement

When a Placement End Date is confirmed, complete the Placement.

- On the Placement update the **Status, Actual End Date** and **End Reason**.
  - Choose the appropriate Status based on why the Placement is ending and your business process
  - **Actual End Date**: Enter the last day Candidate worked the Placement
  - **End Reason**: Enter the reason for the end from the dropdown list
  - If necessary, update the Candidate Status per your business process

Convert to Perm

When a client wants to hire a candidate, convert the Candidate to a Direct Hire Placement. First, end the contract Placement and then create a Direct Hire Job Order and Placement.

End the Contract Placement
- On the contract Placement update
  - **Status**: Select the appropriate end status.
  - **Actual End Date.** Enter the last date the candidate will work on this Placement.
  - Select the **End Reason** indicating this is converting.
  - The *Actual End Date* reflects the last day the candidate works on this Placement.
- If required to add a Note with Conversion details, from the Placement *Actions* dropdown, select **Add Note** and select the appropriate Note Template.

Create a Direct Hire Job and Placement
- Create a Direct Hire Job. Select the appropriate Job Type.
- Go to **Actions** and select **Add Placement**
  - Select the Candidate on the Add Placement pop up
  - Complete any other required fields. Click **Add.**
- **On the Placement screen, complete required fields.**

- **Start Date:** Enter the date candidate will start with the client
- Complete the Permanent Employment Info
  - You must enter either a **Salary and Fee Percentage (%) OR** enter the **Placement Fee amount**
  - Enter any other fields required by your business process
- Update **Status** if required by your business process.
- Click **Save**