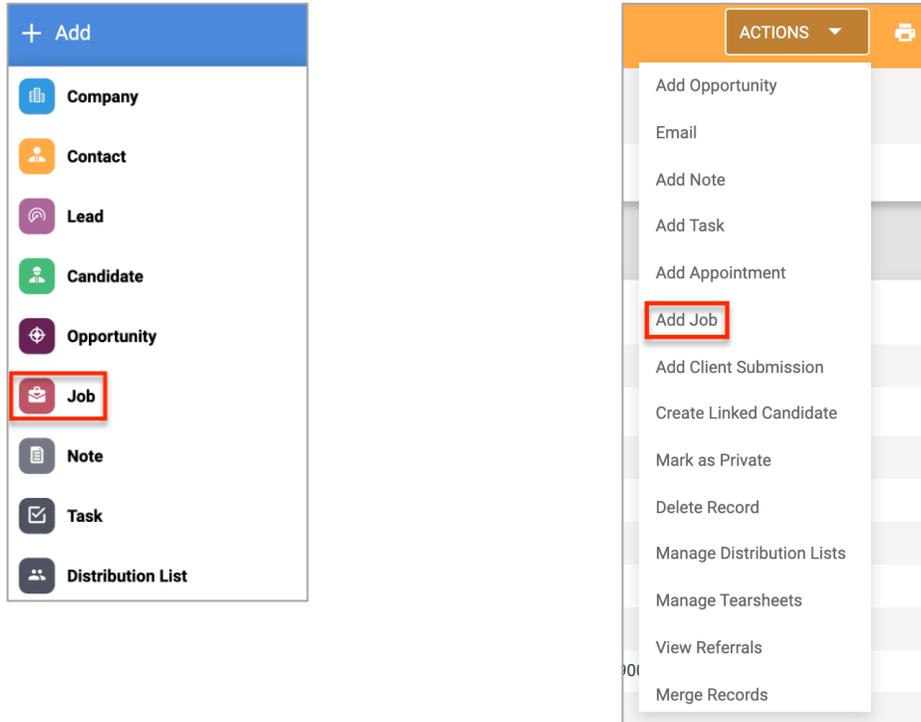


Adding a Job

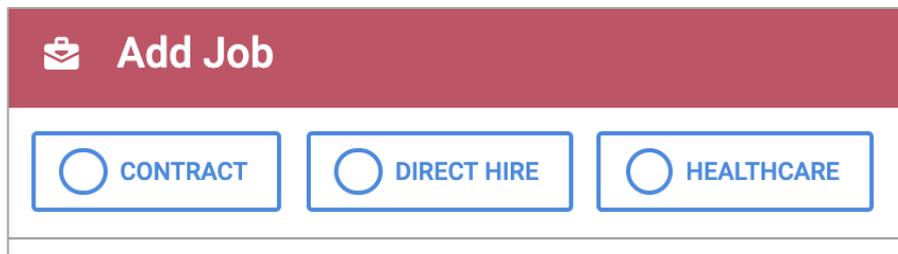
When a customer needs a Candidate to fill a position, create a Job. Navigate to the Contact for the best path to creating the Job.

Adding a New Job

1. A new Job may be added the Bullhorn *Fast Add*, or from the Contact. Starting with Contact is recommended as this pre-populates information.



2. When **Add Job** opens , select the type of Job to add. This drives the fields that appear and need to be populated.



- Complete the fields to create the Job. Fields with red dot are required to Save the record. Other fields are important to the process of filling and managing the Job, so follow your business process.
 - Note, Jobs created from a Contact have the Company and Contact details pre-populated.

Add Job	
ORDER TYPE	Contract EDIT ORDER TYPE
JOB TITLE	<input type="text"/>
OPEN/CLOSED	<input checked="" type="radio"/> Open <input type="radio"/> Closed
STATUS	<input checked="" type="radio"/> Active <input type="radio"/>
REASON CLOSED	<input type="text"/>
POSITION CLASSIFICATION	<input type="text"/>
PROFESSIONAL CLASSIFICATION RATING	<input type="text"/>
COMPANY	<input checked="" type="radio"/> New Company <input type="radio"/>
CONTACT	<input checked="" type="radio"/> Contact One <input type="radio"/>
START DATE	08/07/2020 <input type="text"/>

- When adding a Job, the **Start Date** pre-populate with today's date. **Ensure this field is updated if the Start Date is different.**

START DATE	08/07/2020	<input type="text"/>
------------	------------	----------------------

- Select the Job Worksite Location from the **Location** dropdown list.
 - If the necessary Location is not listed, cancel Add Job and create a Location
 - Go to the Company and add a Location, then start Add Job again.
 -

The screenshot shows a 'Job Location' form with two input fields: 'LOCATION' and 'ADDRESS'. A dropdown menu is open, displaying two options: '1 | Location 1' with address '500, City, CA, 90000, United States' and '1 | Location 2' with address '511, City, CA, 90000, United States'. The second option is highlighted in blue.

6. When the needed fields are complete, click **Save** to create the new Job.



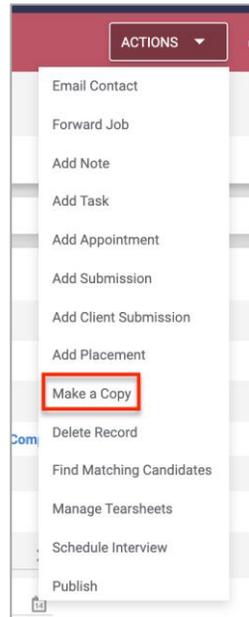
Copying and Existing Job

If a Company requests the same Job on a frequent basis, you can **Copy** an existing Job, rather than creating a new Job from scratch. To do this:

1. Open the Job that you wish to copy.

The screenshot shows the 'Job Details' page for ID 3252, titled 'New Remote Job'. The page has a red header with '3252 New Remote Job' and an 'ACTIONS' dropdown. Below the header is a table with columns 'ID', 'JOB TITLE', and 'CATEGORY'. The main content area has tabs for 'Submission', 'Client Submission', 'Interview', 'Offer Extended', 'Placement', 'Active', and 'Onboarding'. The 'Job Description' tab is active, showing 'Remote Remote Remote Remote Remote Remote Remote Remote'. The 'Details' tab is also active, showing fields for 'STATUS' (Active), 'OPEN/CLOSED' (Open), 'POSITION CLASSIFICATION' (A), 'COMPANY' (Nicole's Test Company), 'CONTACT' (Nicole Test), 'ORDER TYPE' (Contract), 'START DATE' (07/01/2020), 'SCHEDULED END' (MM/DD/YYYY), and 'ADDRESS' (533 E Erie St Chicago, Illinois 60606, United States).

2. Click on the *Actions* dropdown and select **Make a Copy**.



3. The **Add Job** page appears with all details from the original Job populated.
 - a. Important, review the fields and update fields as needed
 - b. Click **Save**.

Add Job

ORDER TYPE
Contract [EDIT ORDER TYPE](#) 

JOB TITLE	✓ New Remote Job	14/100
OPEN/CLOSED	✓ <input checked="" type="button" value="Open"/> <input type="button" value="Closed"/>	
STATUS	✓ Active	▼
REASON CLOSED		▼
POSITION CLASSIFICATION	✓ A	▼
PROFESSIONAL CLASSIFICATION RATING		▼
COMPANY	✓ Nicole's Test Company	×
CONTACT	✓ Nicole Test	×
START DATE	07/01/2020	×

<Agency> Job Management