**Recruiter Delivery Process**

Multiple “fishing lines” tactic to ensure that all requirements are set up for successful delivery:

* AE/Recruiter Intake meeting to ensure that delivery team knows exactly what we are looking for and all notes are updated and accurate in Bullhorn.
* Recruiters should be tagging the BH job # with any relevant note added to candidtes, reachouts, Prescreens, Interviews ect…
* Format job description (Optomi format) and make sure to put the updated job posting in Bullhorn and share with the entire office.
* Post Formatted job description utilizing Bullhorn “Publish” to post directly to: Optomi Website, LinkedIn, Indeed ect…
* Check tearsheets for qualified candidates.
* Call current consultants or candidates in our pipeline who have a relevant skill set to the position to solicit referrals for the new position.
* Check previous jobs that are similar to ensure that any candidates previously sent out are considered for the new position.
* Perform candidate search in Bullhorn database, using TextKernel.
* Search job boards (CareerBuilder, Dice, Indeed) for active candidates “low hanging fruit” that could be a quick hit etc.
* Create “saved searches” and ensure that you get notified about any candidates who meet your criteria and updated their resume in the last 24 hours.
* LinkedIn Inmail campaign- craft a well thought out message for the job, start with candidates who previously applied to jobs, then candidates that are “open to new opportunities” then “more likely to respond” then all profiles. When performing the In-mail campaign, make sure to add all candidates contacted to a project and share the project with the sales representative.
* Have Sales Representative come over the top and message candidates in your LinkedIn Project.

**Job Postings:**

* Follow the Optomi format for job publishing (check attachment)
* When working within a Job in BullHorn:
  + Upload the Optomi Formatted Job Description within the BH Job
  + Select “Actions” drop down and select “Publish”
  + You will have the option to post your edited JD to Optomi’s website, LinkedIn & Job Boards.
  + Make sure to edit the “Company Job Title” to show the job title you want for candidates to see, as this will be the job title that shows up on our website.
  + \*\*\*Do not include client name or VMS job numbers.

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