BULLHORN AE Submission- Placement Requirements & Workflow



I. AE Submission - (Delivery)

14/21/2020

Internal Job Description

Prior to any AE Submission Ensure the properly formatted Optomi Resume is uploaded into the candidate file with the appropriate naming convention, That the candidates most recent up to date resume is parsed into the main candidate record AND that there is the applicable right to represent email correspondence within the candidate record.

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		v	Ve look forward to working with you!

☆ Add AE Submission

				It entering from Job order Record - Enter your candidates			
				name	ADDED BY 🗸 As	shley Waggoner	×
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STEVE COUCH Dell Couch@gmail.com - 817-907-3714	MESS Fort Worth Texas United States	Merage Detributor Liefs		Email Notification			
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The Sales leader for the respective AE. ٠

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II. AE Submission (Sales) Candidate Submitted to Job #13088 AE Submission to Sendout - From your email, select the hyperlink for your JOB # (will take you to your open JO) From: Ashley Waggoner <ashleywaggoner@optomi.com: OR click the hyperlink for the candidate (will take you to the candidate record). Once you click a new Sent: Monday, May 4, 2020 5:28 PM To: Matt Robinson <mattrobinson@opl ni.com>: Ashley Waggoner <ashleywaggoner@opt browser tab will open- once loaded go back to the main bullhorn application of the candidate or Job record. Subject: Candidate Submitted to Job #13088 OR go into bullhorn under your Job order shiey Waggoner has submitted the following Car ob #13088: test to 2 (Company: TEST co pw): John Pickren Matt, please reivew the resume & profile of John Pickren for your XXX jol Logistics: Name: John Pickren Pay Rate: 75/hr 1099 Desired Salary / Conversion Salary: N/a Location: Irving, TX bility to Interview: can be flex with 24 hour notice bility to Start 2 weeks from offer authorization: NA 🚳 Mail - Ashley 🛛 🗴 😑 Open Window 🛛 🔺 💿 OPS 2.0 taskf: 🗙 🧧 West.Midwest 🗴 🔄 Sales_Delivery 🗙 😤 Bullhorn tion for Search: Pro Additional Information Link successfully opened Culture Fit: Make sure you have Business Req and Prescreen notes up. Right here alone is 4-6 sentences of what they are doing and why t may now close this page and return to Bullho Opt2Vue OR LinkedIn page: https:// Core Client Criteria This should be 4 -5 bullet points of how they match the requin Education as 1 bullet point OR Relevant Certifications Quote: "john is hands down of the best consultants live ever had the pleasure of wo 🖆 13088 test jo 2 G 🛅 9 START DATE SKILLSET ● TEST co aw ● test coaw test co aw N/A ▼ 13088 Contract * 04/28/2020 Application/Web De "All". FDIT NOTES (5) FILES (0) SPARK HIRF AE Sub Offer Extende Placemen Details 0 0 How ATE ADD LAYOUT Web Response (0) III below "AE rejection" AE Submission (1) Date Added ~ Rejected Conferma 05/18/2020 1:33 PM 05/18/2020 1:33 PM ~ ACTIONS -A John Pici Ashley Wagge Planemer

Under your Job order-select "AE Submission"

Make 100% sure your view in the upper right-hand corner is set to "Current" vs.

To Quickly View the submitted candidates information (history, parsed resume, details, notes and prior submission history) you can utilize the binoculars view. For further details reference appendix XXX1 below.

IF the candidate will be submitted to the client, select the appropriate candidate - under "move" select Send Out.

IF you are NOT submitting the candidate to your job reg - please refer to section



Failure to submit any candidate outside of Bullhorn may result in loss of commission.



III. Sales Rep Rejection- (Sales) IF you are NOT submitting the candidate to your job req

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V. Client Rejection - (after send-out, OR after a Client interview) - Sales



Upon moving the candidate will show as "Client Rejected" under your Job Req.

VI. Offer Extended - (Delivery)





VII. Offer Extended/ Offer Rejected, (Delivery) If your candidate turns down the offer

ID JOB TITLE ID COMPANY CLENT CONTACT PRIORITY JOB TYPE # 0F OPENINGS START DATE SKILLSET 13252 .net dev 13252 • TEST co aw • Ashley Waggoner N/A • Contract • 1 06/08/2020 × Application/Web Devel OVERVIEW EDIT Active type Active type Interview Stream Bullhorn Reach Spark Hille G> Send Out (0)	Under the Job order- select "AE Submission" Make 100% sure your view in the upper right-hand corner is set to "Curren "All". Under "Confirmed" Select your candidate From the MOVE drop down menu select "Rejected"	†" ∨s.
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VIII. Offer Accepted – Placement, (Delivery)

If/when your candidate accepts the offer

