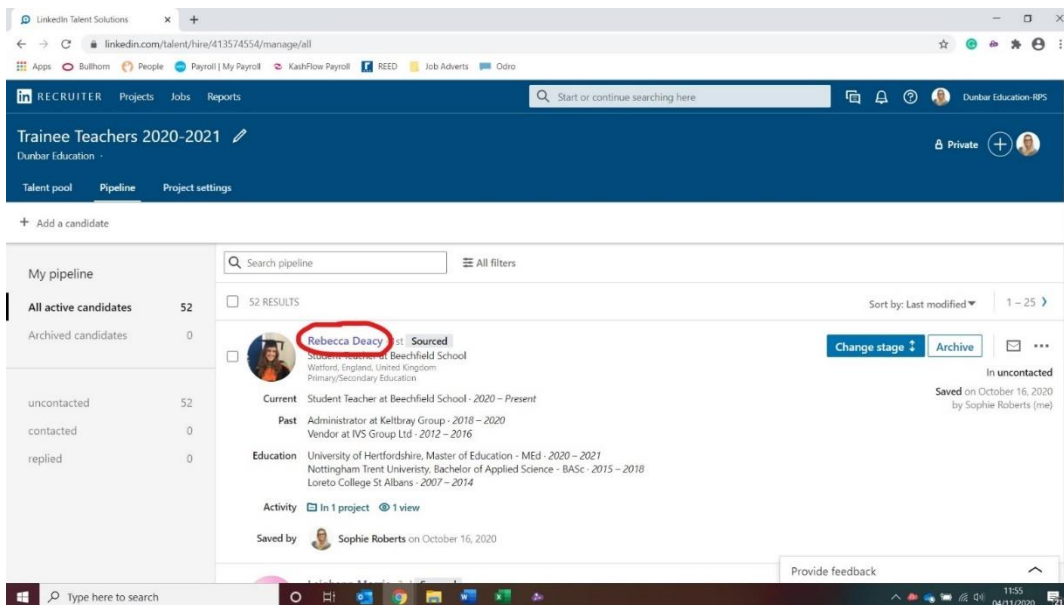


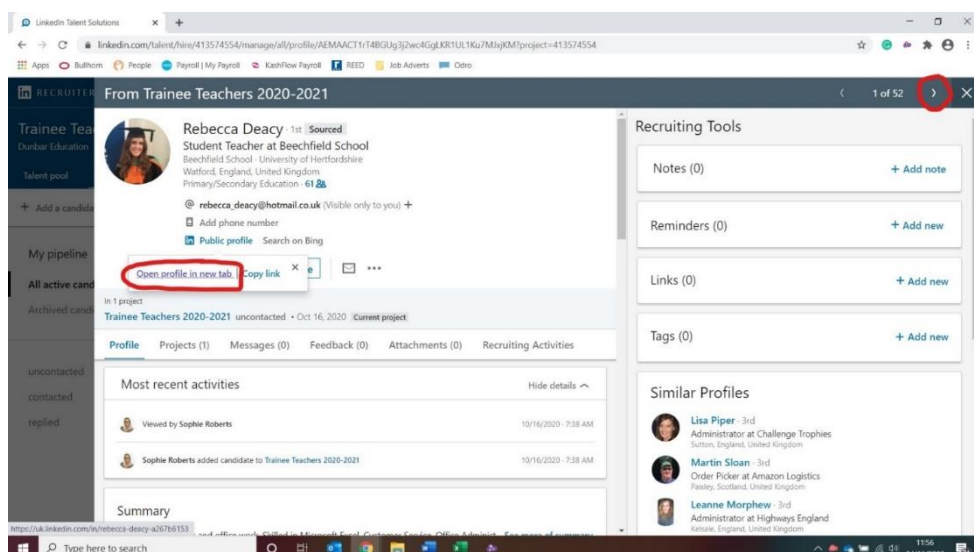
Adding Candidates from LinkedIn Recruiter to Bullhorn

- Connect with candidates from LinkedIn recruiter
 - Bring up your saved search (there are separate guides on this for useful searches and working on jobs)
e.g. Trainee Teachers 2020-2021
 - Click on the name of the candidate at the top of the list.



Open the candidate profile on 'normal' LinkedIn

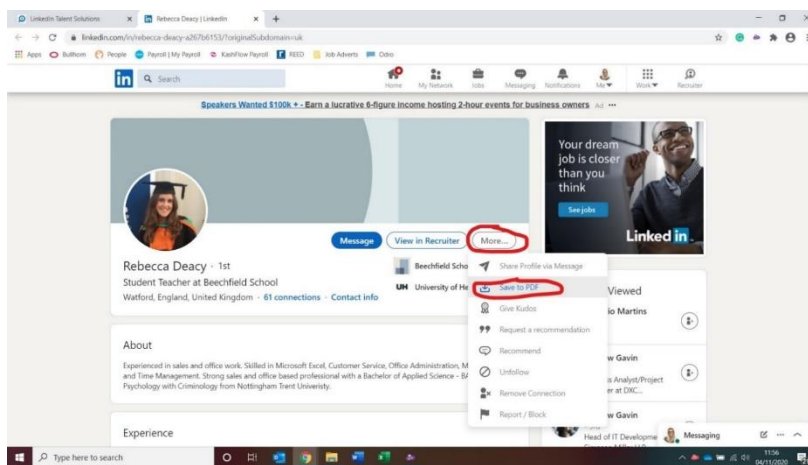
- Click 'Public Profile' > Select 'Open profile in new tab'
- You may wish to open several profile tabs at the same time. To toggle between candidates easily, use the arrow button in the top right corner.



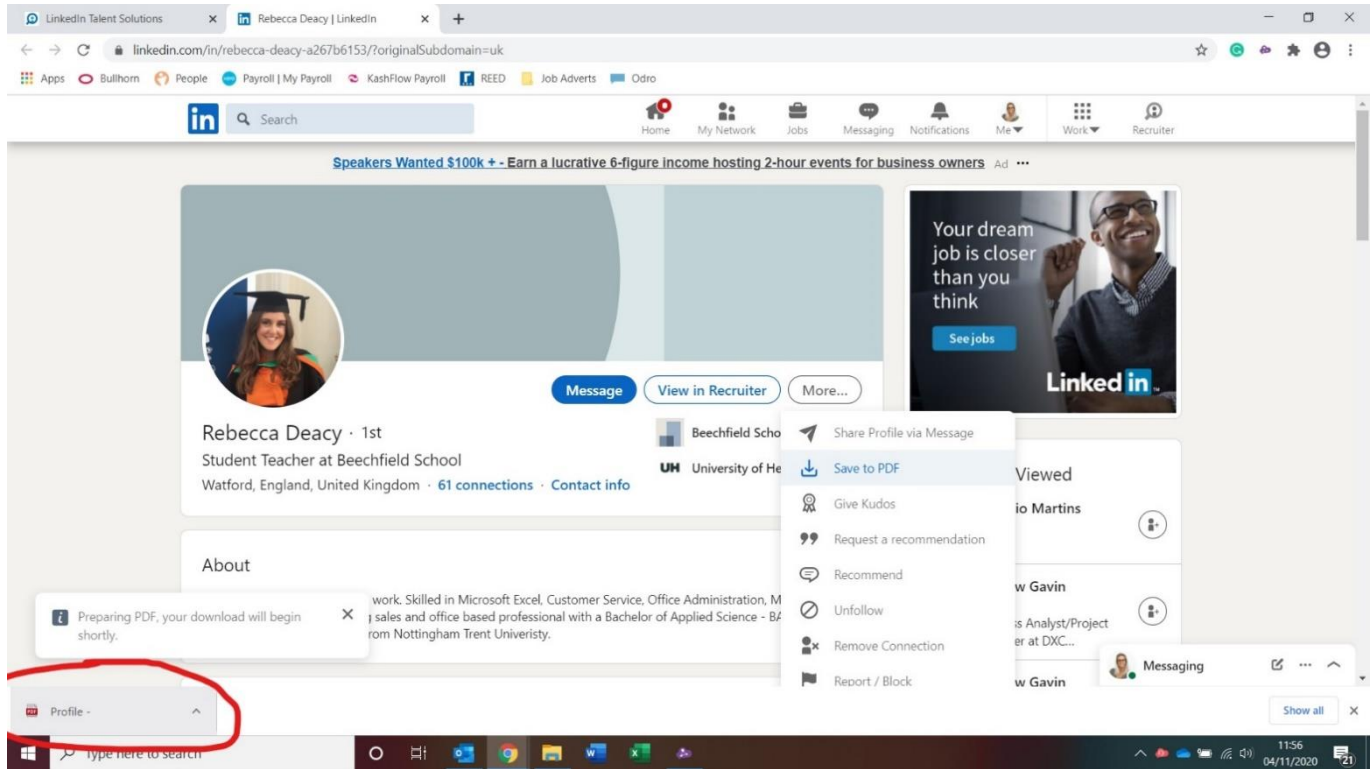
- Connect with the candidates from your LinkedIn recruiter searches by selecting 'Connect'.
- Add LinkedIn connections to Bullhorn

IMPORTANT: Only complete this step once a candidate has accepted your connection request. This is because for 99% of candidates their email contact details will then become available to you and added to their LinkedIn CV automatically – for some you will even get phone numbers!

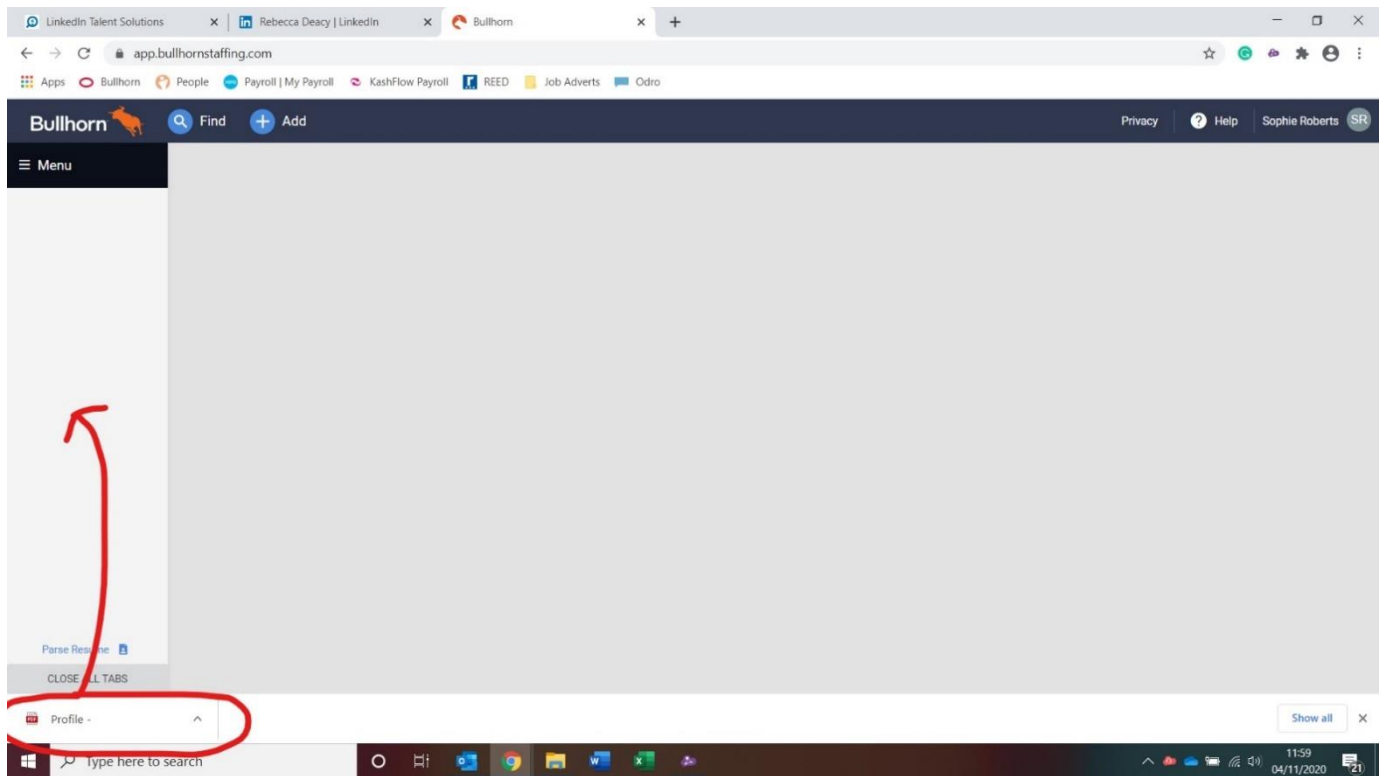
- Select 'More' < 'Save to PDF'



This will then download the PDF CV (taking information from LinkedIn profile) and put into the downloads bar at the bottom of your window



- Go onto your Bullhorn tab (the downloads bar at the bottom of the page will stay where it is, as long as the tab is open on the same Chrome window)
- Drag the PDF into the parse resume column



- Add the candidate details as you would for any other CV on Bullhorn, lots will have been parsed already
- For 'Status', use 'LinkedIn Connection' if you have not had any contact with the candidate. If you have had contact from them, then code up as you normally would.
- Choose 'LinkedIn' for source.

The screenshot shows the Bullhorn 'Add Candidate' interface. The 'CV PARSER RESULTS' are 'Complete (58.33% Confidence)'. The 'STATUS' dropdown is open, and 'LinkedIn Connection' is selected. The 'CV' section on the right contains the following text:

CV
 Looking to parse a CV? Simply drag and drop the file anywhere on this page, or copy and paste the text below.

Contact
 rebecca_deacy@hotmail.co.uk
 www.linkedin.com/in/rebecca-deacy-a267b6153 (LinkedIn)
 Top Skills
 Leadership
 Customer Service
 Time Management
 Rebecca Deacy
 Student Teacher at Beechfield School
 Watford
 Summary
 Experienced in sales and office work. Skilled in Microsoft Excel, Customer Service, Office Administration, Microsoft Office, and Time Management. Strong sales and office based professional with a