Running Bullhorn Standard Reports - Activity Sheet

The purpose of this activity sheet is to serve as a guide as you practice what you learned in the **Running Bullhorn Standard Reports** eLearning module. Click here to access and log into the Bullhorn practice sandbox.

Bookmark the Bullhorn practice sandbox at https://www.bullhorn.com/client-login/ for use throughout the training.

Scenario 1: Reporting on Recruiter Activity for your Branch

It's nearing the end of the quarter and you need to get a sense of how well your branch is doing.

1. From the Bullhorn menu, select **Canvas**.
2. To the right of the Standard Report – Recruiter Activity, click **Run**.
3. From the calendar fields, select the date range to report on (the beginning of the quarter to today).
4. In the text field below the Branches section, type all or part of the name of your branch.
5. Click **Search**.
6. In the Results field, select the name of your branch and click **Insert**.
7. Click **Finish**.
8. Expand the office and recruiter rows in the report to drill down into the hierarchy to see more specific details on the office and/or recruiter.

Scenario 2: Reporting on Recruiter Activity for yourself

It's the end of the month and you need to get a sense of how well you are doing before your 1:1 with your manager.

1. From the Bullhorn menu, select **Canvas**.
2. To the right of the Standard Report – Recruiter Activity, click **Run**.
3. From the calendar fields, select the date range to report on (the beginning of the month to today).
4. In the text field below the Users section, type all or part of your name.
5. Click **Search**.
6. In the Results field, select your name and click **Insert**.
7. Click **Finish**.
8. Expand the office and recruiter rows in the report to drill down into the hierarchy to see the specific details of your activity.

Scenario 3: Reporting on Appointment Activity

As part of a presentation you are putting together, you want to get a list of all the walk-ins your office had since the beginning of the year.

1. From the Bullhorn menu, select **Canvas**.
2. To the right of the Calendar Detailed Report, click **Run**.
3. From the calendar fields, select the date range to report on (beginning of the year to today).
4. In the text field below the Select the Owning Office section, type all or part of the name of your office.
5. Click **Search**.
6. In the Results field, select the name of your owning office and click **Insert**.
7. Under the Select the Appointment Type section, select the **Walk In** check box (**NOTE**: You will need to scroll down as the appointment types are in alphabetical order).
8. Click **Finish**.