



## Candidate Ownership Rules

The different ways you can claim ownership of candidates:

- Uploading the Resume into Bullhorn:
  - **Only** resumes uploaded in Microsoft Word, and pdf are allowed in Bullhorn.
  - NO LinkedIn, or online copy/pasting of resumes or any other social media pages are allowed in BullHorn. You **cannot** claim ownership with these methods either.
- Adding a note to Bullhorn. Notes must be somewhat detailed, Example: Spoke, about sales role with XYZ client or discussed if he/she was in the market, etc.
- Emails or text, you can't just say you sent an email/text and that's it, you need some context. Example: sent email about YYZ job or asked about availability, or asked if he/she was open to new opportunities, etc..
- Only one Member can own a candidate at one time.

## We have three ownership types:

1. **Candidate ownership:** 3-month ownership.
2. **Candidate Hold:** Four (4) business day ownership hold (banking Holidays do extend the hold period) you CAN NOT extend a hold by adding more notes.
3. **Candidate ownership extension,** extend your ownership for another 30 days from last entry. This can be continual to keep your ownership.

## Explanation of ownership types:

### When adding a new candidate into Bullhorn:

#### **New Candidate, Ownership:**

- You upload a new resume that did not exist in bullhorn prior.
- You have dialog and log details with notes.

#### **New Candidate "hold"**

- You upload a new resume that did not exist in bullhorn prior.
- You leave a voice message for the candidate or send an email asking for a time to schedule a call, this **MUST** be logged into notes within Bullhorn to hold the candidate ownership.

#### **Extensions**

- You can extend ownership for one month after your last logged activity entry.

- Acceptable entries include:
  - Phone conversations with some notes
  - Emails entries with some notes
  - In person meetings with some notes

If/when discrepancies do occur Sr. Management will decide on the ownership and it could include splitting up ownership to multiple Members.

**When claiming ownership of an existing candidate in Bullhorn:**

- When ownership has elapsed Member can claim ownership by:
  - Member can add a call with notes.
  - Member can put a “hold” by either leaving a voice message or sending the candidate an email about a job opening. If you do not have a job to discuss with the candidate, you can’t put a hold on the candidate.
  - Member can also upload an updated version of the candidates resume to claim ownership.

If you find a candidate that is owned by another Member for a job that they are not submitted to we do encourage you to call the Member of ownership and discuss the role you would like to present to the candidate. If it is a match, we recommend a 50/50 candidate side split.

*A candidate split would be to the sole discretion of the Member holding ownership. We encourage Members to split the candidate ownership in these circumstances. At the time of placement, the candidate owner will need to inform HireResources and sign off on this upon sending for invoicing/payment to be made.*

By being a Member of HireResources you agree with the terms of our candidate ownership policy. All terms are subject to change at HireResources discretion.

