



Enterprise Integration Guide.

Welcome



Bringing automated compliance to the recruitment and employment process.



Introduction

WorkPro and Bullhorn are committed to building efficiency within the recruitment and candidate engagement process to reduce the time to hire and maximise the utilisation of candidates.

Gain immediate process efficiency and compliance effectiveness by seamlessly integrating and utilising WorkPro capability within Bullhorn.

This guide outlines the integration and provides step-by-step instructions to establish and use the integration.

Manage and administer all of your compliance centrally and seamlessly

Data is mapped dynamically to Bullhorn Credentials for easy viewing, management, reporting and searching.

The WorkPro integration allows Bullhorn users to send any number of WorkPro tasks or a package to a candidate from the Bullhorn platform.

Once the candidate has completed their tasks, the data is pushed dynamically and stored natively in your Bullhorn instance.

The result provides a visual cue of expirations and enhanced search and filtering capability which is particularly useful when applied to frequent roles, and ideal for building talent pools.



How the Integration Works

A synced candidate record

Once a link has been established between the WorkPro candidate record and Bullhorn candidate record, the Candidate Summary will be populated in the WorkPro tab as shown below. This will display completed or outstanding WorkPro tasks against the candidate record.

Bullhorn Find Add Privacy Help Workpro Admin WA

Menu

Candidate List

96 | Tonyheaphy Dem...

96 Tonyheaphy Democandidate

Id 96 First Name Tonyheaphy Last name Democandidate Current Job Title Mobile Phone Work Phone Home Phone Hoban Residency Status Status New Lead

OVERVIEW EDIT EMAILS NOTES (0) WORK HISTORIES (0) FILES (0) CERTIFICATIONS SUBMISSIONS (0) WORKPRO AU WORKPRO NZ WORKPRO STAGING AU WORKPRO LOCALTEST LAYOUT

Tonyheaphy Democandidate (1855970) UNDO

CIN: 1855970 Mobile Number: +61410776380 Email: partners@workpro.com.au New Request

Summary Background Checks eLearning Licences & Tickets Documents Requests & Tasks

Background Checks

WorkPro Demo Site AU	Police Check: Waiting on Candidate 100-Point Identity: Please Review Reference: Waiting on Candidate WWC/WWVP: Waiting on Candidate Citizenship: Check Rejected (Non-AU) Reference: Finalised Reference: Finalised Citizenship: Proof Accepted (AU) Medical Checks: Waiting on Candidate Reference: Withdrawn Reference: Finalised Citizenship: Proof Accepted (AU)
Mangpower Canberra	Reference: In Progress

Module Completions

BG01 - Workplace Safety Guide v2	BG01 - Workplace Safety Guide v2 (Exp: 29/04/2024)
C107 - Allstaff Resources Induction v2	C107 - Allstaff Resources Induction v2 (Exp: 19/01/2024)
MA01 - Marble Terms and Safety Information	MA01 - Marble Terms and Safety Information (Exp: 19/10/2023)
COGC05 - City of Gold Coast Procurement Fraud - Module 4	COGC05 - City of Gold Coast Procurement Fraud - Module 4 (Exp: 26/07/2023)
COGC04 - City of Gold Coast Procurement Fraud - Module 3	COGC04 - City of Gold Coast Procurement Fraud - Module 3 (Exp: 26/07/2023)
COGC03 - City of Gold Coast Procurement Fraud - Module 2	COGC03 - City of Gold Coast Procurement Fraud - Module 2 (Exp: 26/07/2023)

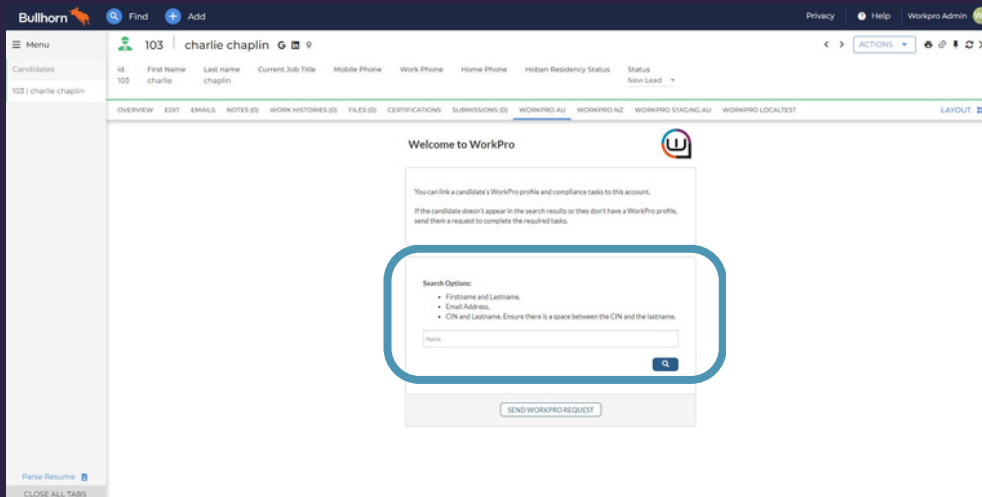
Parse Resume

CLOSE ALL TABS

Connecting a WorkPro Profile to a Bullhorn Record

Syncing a candidate record

Step 1:



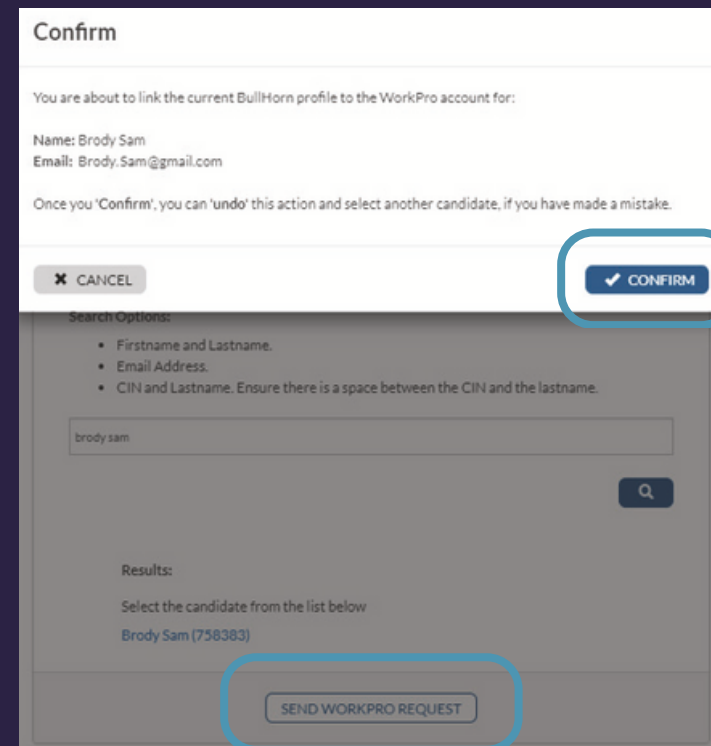
The screenshot shows the Bullhorn interface for a candidate named Charlie Chaplin. A 'Welcome to WorkPro' dialog box is displayed, prompting the user to link a candidate's WorkPro profile. The dialog box includes a search field with a magnifying glass icon and a 'SEND WORKPRO REQUEST' button. The search field is highlighted with a red circle.

Search options:

- Enter the candidate's First name and Last name or
 - Enter the candidate's email address or
 - Enter the candidate unique WorkPro CIN and name
- (Ensure there is a space between the CIN and name)

Step 2:

The candidate's WorkPro profile will auto populate in Bullhorn once tasks are complete. The candidate summary will display similar to the example below.



The screenshot shows the 'Confirm' dialog box in the Bullhorn interface. It displays the candidate's name (Brody Sam) and email (Brody.Sam@gmail.com). Below this, there is a search field with the text 'brody sam' and a magnifying glass icon. The 'CONFIRM' button, which has a checkmark icon, is highlighted with a red circle. At the bottom of the dialog, there is a 'SEND WORKPRO REQUEST' button.

If the candidate does not appear in the search result, they may not be registered in WorkPro.

In this case, **'Send WorkPro Request'** and follow the instructions.

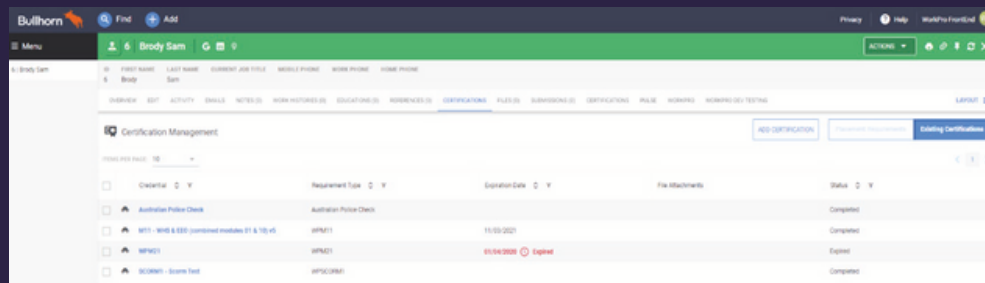
Storing Data in Bullhorn

At the same time as the candidate data is populated within WorkPro, data is pushed dynamically and stored natively within Bullhorn Credentials

Stored data includes:

- Work safety and compliance module verification (e.g. WPM01)
- Background check status (e.g. Police Check NDCO)
- Citizenship and Work Rights information (e.g. Non-AU Limited)
- Licence/Ticket and Documents (e.g. First Aid Certificate and expiry date)

All certificates and proof of evidence is also stored within Credentials.

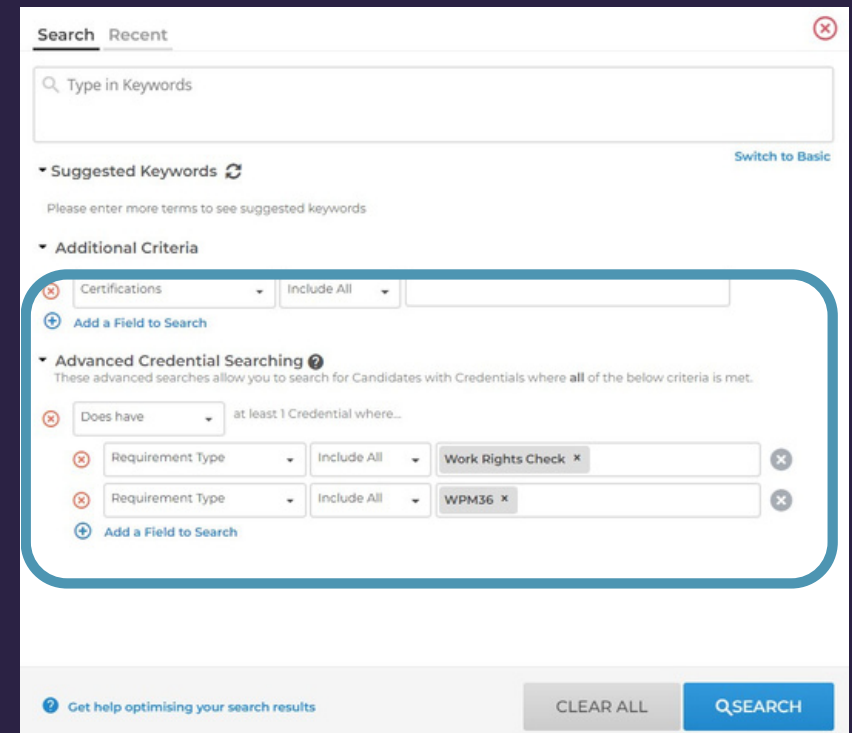


The screenshot shows the Bullhorn interface for a candidate named Brady Sam. Below the profile information, there is a 'Certification Management' section with a table of certifications.

Credential	Requirement Type	Expiration Date	File Attachments	Status
Australian Police Check	Australian Police Check	11/10/2021		Completed
WPM1 - WPM & EEO (combined modules 01 & 10 v5)	WPM1			Completed
WPM01	WPM01	01/04/2020		Expired
WPM0001 - Score Test	WPM0001			Completed

Stored data includes:

All WorkPro candidate compliance is available as part of the Advanced Searching option within Bullhorn.



The screenshot shows the Bullhorn Advanced Searching interface. It includes a search bar, suggested keywords, and a section for additional criteria. The 'Advanced Credential Searching' section is highlighted, showing criteria for 'Does have' at least 1 Credential where...

Advanced Credential Searching
These advanced searches allow you to search for Candidates with Credentials where **all** of the below criteria is met.

Does have [dropdown] at least 1 Credential where...

Requirement Type [dropdown] Include All [dropdown] Work Rights Check x

Requirement Type [dropdown] Include All [dropdown] WPM36 x

Buttons: CLEAR ALL, QSEARCH

An illustration of a person with dark hair, wearing a green long-sleeved shirt and dark blue pants, running towards the left. The person is wearing yellow socks and blue shoes. The background is white with some abstract blue and yellow shapes.

Integration Limitations

Packages

You will need to log in to WorkPro to establish and maintain your packages.

Bulk Requests

You need to be logged in to WorkPro to send bulk requests.

Bulk Verifications

You will need to be logged in to WorkPro to either send a bulk request to VEVO or produce bulk eLearning certificates in bulk.

Your step by step guide to Activating the Integration

Step 1: Raise a ticket with the Bullhorn support desk. Ask them to:

- Enable the Bullhorn Enterprise Integration
- Enable the Credentials tab

Step 2: Gain System Credentials

Once the integration is activated, Bullhorn will provide:

- Username
- Password
- Client ID
- Client secret

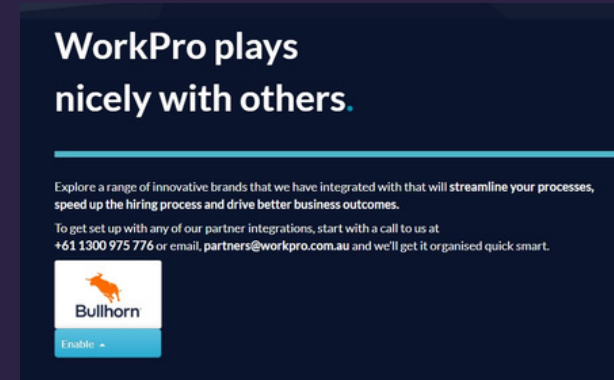
Step 3: Provide Credentials to WorkPro

Allow 5 business days for the integration to be finalised and tested. Once the integration is complete, WorkPro will contact you.

Step 4: Establish the Connection

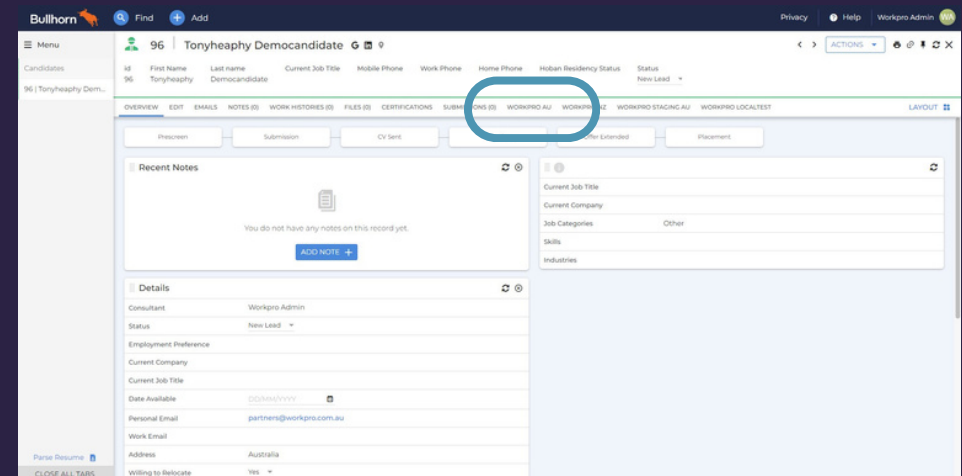
Each Bullhorn user must log in to WorkPro using their WorkPro username and password and complete the following steps:

- Select "Marketplace" from the hamburger menu in the top right-hand corner
- Select "Bullhorn", choose your Bullhorn data centre, and "Connect".



A Bullhorn login page will automatically populate in a new tab.

To establish the single sign on, log in with your Bullhorn username and password. This is a one-time action. The WorkPro tab should now be visible at the top of the candidate page:



Start Saving Time

Start Driving Efficiency

**Enhance your Compliance
Management**



"Bullhorn and WorkPro recognized that the adoption of WorkPro functionality within their recruitment management interface would deliver significant value to their customers. "It allows both companies to expand their business portfolio, delivers customers choice, flexibility and transparency in business process operations."

Tania Evans - Founder



"By providing access to WorkPro directly from within the Bullhorn platform, recruiters and administrators no longer need to juggle multiple systems and recall different log in credentials. This makes recruiters more efficient and increases the level of service to their clients and candidates."

Aaron McIntosh - Managing Director, APAC.

