



Setting up the Sponsor Flag for Posting Jobs from Bullhorn to the HMG Job Board

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The Sponsor Flag is used with the Social Media Recruiting (SMRP) add-on to the Haley Marketing Group Job Board. Sponsored jobs can be marked in Bullhorn for sponsoring on Indeed, Simply Hired and CareerJet. Contact your Haley Support via <http://helpme.haleymarketing.com> for additional details on using the SMRP or your Job Board.

Please note, you must contact Haley Support to enable your jobs to be included in the third party job feeds, as well as to enable the ability to sponsor jobs. It is important to remember, once sponsored jobs have been enabled, and you click "sponsor" on a job, we will mark that job as sponsored in our feed, the appropriate job aggregate site will charge you directly.

The following is based on the online Help provided by Bullhorn and is provided for your convenience by Haley Marketing Group. For additional assistance please contact Bullhorn Support.

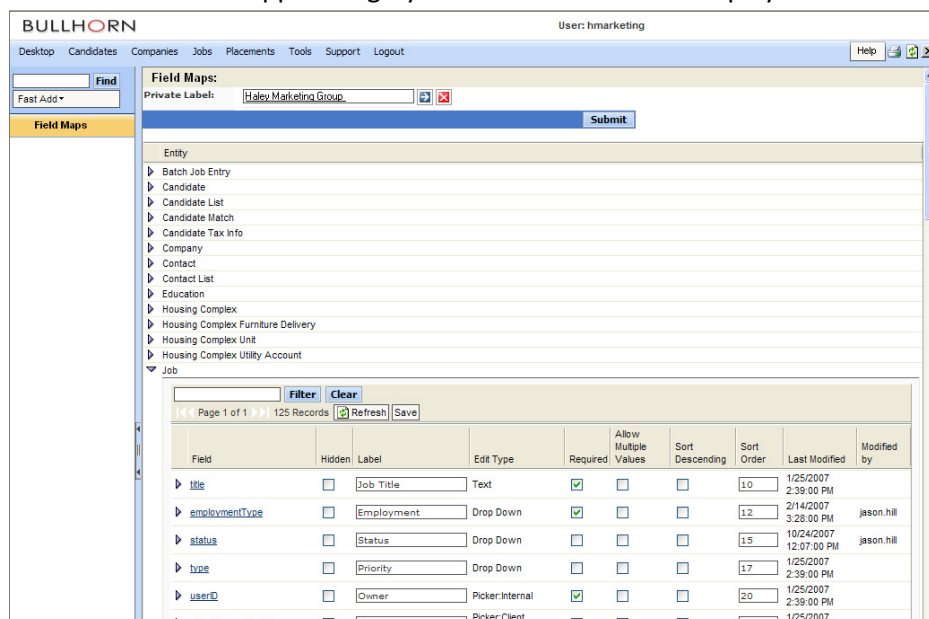
By default, the Sponsor Flag uses the **customText11** field in Bullhorn. If this field is not displayed on your job record in Bullhorn, you will need to display it.

To display customText11:

1. On the Tools menu, click Field Mappings.

Please note that permission is required to modify or add fields in Bullhorn. If you do not see the menu or the option on the menu, contact your company administrator.
2. Click the expand arrow to the left of Job.

A list of all of the fields that are available for a job in Bullhorn is displayed. Note that fields marked as "hidden" appear in gray in this view and are at displayed the bottom of the list.



The screenshot shows the Bullhorn Field Maps interface. The 'Job' entity is expanded, showing a list of fields. The fields are as follows:

Field	Hidden	Label	Edit Type	Required	Allow Multiple Values	Sort Descending	Sort Order	Last Modified	Modified by
title	<input type="checkbox"/>	Job Title	Text	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10	1/25/2007 2:39:00 PM	
employmentType	<input type="checkbox"/>	Employment	Drop Down	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12	2/14/2007 3:28:00 PM	jason.hill
status	<input type="checkbox"/>	Status	Drop Down	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15	10/24/2007 12:07:00 PM	jason.hill
type	<input type="checkbox"/>	Priority	Drop Down	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17	1/25/2007 2:39:00 PM	
userID	<input type="checkbox"/>	Owner	Picker:Internal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	20	1/25/2007 2:39:00 PM	
clientCorporationID	<input type="checkbox"/>	Client Company	Picker:Client	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	35	1/25/2007	

3. Scroll down to locate the **customText11** field.
If this field is currently being used, do not re-purpose the field. You should only modify this field if it is not set up for another use. If you are not certain that it is okay to modify the field, please contact your company administrator or Bullhorn support before making changes.

4. Click on the **customText11** and make the following changes in the pop-up window that displays:
 - Display: Sponsor
 - Edit Type: Mini Picker
 - Required: No
 - Hidden: No
 - Allow Multiple Values: Yes
 - Sort Order: <See note below>
 - Value List: indeed,simplyhired,careerjet
 - Display List: Indeed,SimplyHired,Careerjet
 - Default Value: 0

Note: Sort Order determines the order of the fields in the Edit view of the application. The lower number field appears at the top. HMG suggests that you set the sort order to be just lower than the publicDescription field.

5. Click Save or Submit to close the pop-up window.

6. Click Submit to save the changes to the field mappings.