

Client job order management

Automatically processes new client job orders by extracting requirements, matching candidates, and initiating recruitment activities. Streamlines job order intake and accelerates time-to-fill through intelligent automation.

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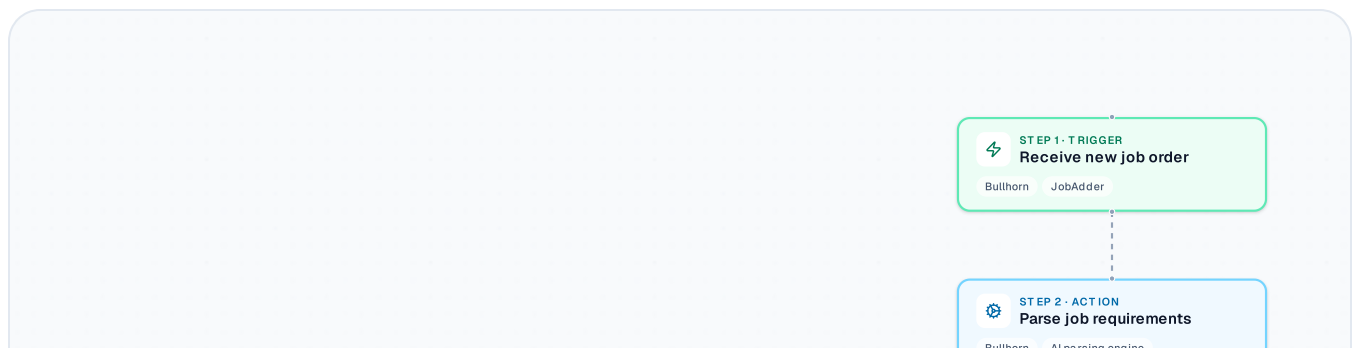


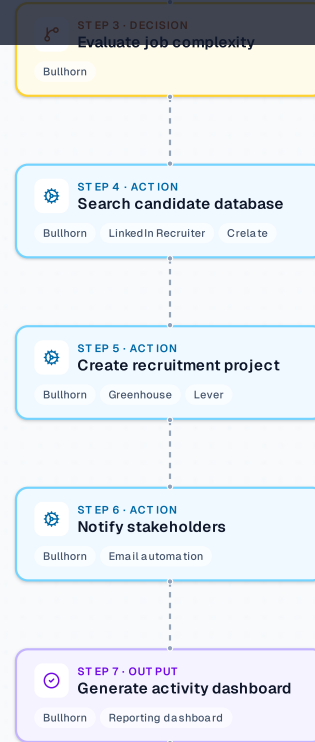
WORKFLOW TRIGGER

Client submits a new job order through the ATS or via email

Visual Flow

Each node represents an automated step. Connections show how data and decisions move through the workflow.





Step-by-Step Breakdown

Detailed explanation of each automated stage in the workflow.

1

Receive new job order

A new job requisition is submitted by a client through the ATS portal or email intake. The system captures all job details, requirements, and client specifications.

Bullhorn

JobAdder

2

 ACTION

Parse job requirements

AI extracts key job details including skills, experience level, salary range, location, and urgency. Data is standardized and enriched for better matching accuracy.

Bullhorn

AI parsing engine

3

 DECISION

Evaluate job complexity

System determines if this is a standard role that can be auto-processed or a specialized position requiring recruiter review. Decision based on skill rarity and client tier.

Bullhorn

4

 ACTION

Search candidate database

Automatically queries internal talent database and LinkedIn Recruiter using extracted job criteria. Ranks potential candidates by match score and availability.

5

ACTION

Create recruitment project

Sets up dedicated project workspace with job posting templates, candidate tracking pipelines, and interview scheduling workflows. Assigns to appropriate recruiter team.

Bullhorn

Greenhouse

Lever

6

ACTION

Notify stakeholders

Sends automated updates to client confirming job order receipt and timeline, while alerting assigned recruiters with prioritized candidate recommendations and next actions.

Bullhorn

Email automation

7

OUT PUT

Generate activity dashboard

Creates real-time tracking dashboard showing job order status, candidate pipeline progress, and estimated fill timeline. Provides visibility for client and internal teams.

Bullhorn

Reporting dashboard



Outputs

- Structured job order record in ATS
- Ranked list of candidate matches
- Active recruitment project with assigned team
- Client and recruiter notification alerts
- Job order tracking dashboard



Key Metrics

- Job order processing time
- Initial candidate match accuracy
- Time from order to first candidate submission
- Recruiter response time to new orders



Tools & Integrations

- Bullhorn
- JobAdder
- LinkedIn Recruiter
- Crelate
- Greenhouse
- Lever

- AI parsing engine

AI Business OS

- Reporting dashboard

AI Business OS

Actionable AI implementation strategies for business leaders ready to transform their operations.

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