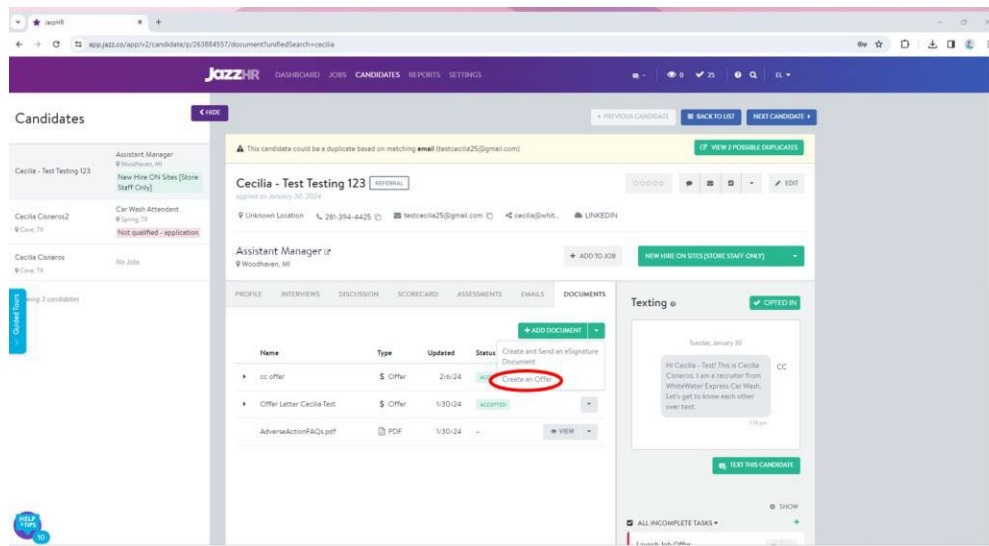


## JazzHR Final Steps

Job Offer:

1. On the Documents tab, use the drop-down by +ADD DOCUMENT and choose 'Create an Offer'



2. Title the Document by Candidate Name, ensure to choose correct offer letter, and update viewers to 'Everyone' so it's accessible to your entire hiring team.

**CREATE NEW OFFER**

NOTE: The Account Owner (currently Joshua McCown) always has access to every offer uploaded to JazzHR, regardless of its privilege settings.

1. Give this offer a name for your internal reference.
2. Select the default offer template for generating offer letters. ⓘ
3. Secure who can view offer (and the offer letters it generates).

CANCEL CONFIRM

- 3.

4. Fill in open text boxes where there are asterisks, then click 'SEND OFFER'

The screenshot shows the 'SEND OFFER' form in the JazzHR system for candidate Cecilia - Test Testing 123. The form includes fields for salary (\$0.00 USD), stock options (14 USD), payment frequency (Every Two Weeks), signing bonus (\$0.00 USD), commission bonus (\$0.00 USD), guaranteed bonus (\$0.00 USD), discretionary bonus (\$0.00 USD), relocation allowance (\$0.00 USD), time off (Paid Time Off: 15 days, Sick Days: 4 days), and a 'REQUEST ESIGNATURE NOW' button. A 'NEW HIRE ON SITES (STORE STAFF ONLY)' button is also visible.

5. Review the data entered and click the purple button 'REQUEST ESIGNATURE NOW'

The screenshot shows the 'REQUEST ESIGNATURE NOW' screen in the JazzHR system for candidate Cecilia - Test Testing 123. The screen displays a warning message: 'This candidate could be a duplicate based on matching email (testceclia25@gmail.com)'. It also shows a 'VIEW 2 POSSIBLE DUPLICATES' button. The candidate's profile information is visible, including name, location, phone number, email, and LinkedIn profile. The 'Documents' tab is active, showing a 'Cecilia Test Offer Letter' document. A 'REQUEST ESIGNATURE NOW' button is prominently displayed. A 'Texting' section on the right shows a message template for the candidate.

6. Scroll down to Part 6 and choose the 'Offer Letter Email' from the Template drop-down, then click purple button 'ASSIGN FIELDS AND SEND'

The screenshot shows the JazzHR interface for a candidate named Cecilia - Test Testing 123. The main content area displays a template selection dropdown menu with options: 'Default Questionnaire Invite', 'Candidate Declined Offer', 'Google Meet Request', 'In Person Interview Invitation', 'In Person Interview Request', 'Offer Letter Email', 'Phone Call Invitation', and 'Phone Screen Request'. The 'Offer Letter Email' option is selected. To the right, there are sections for 'QUESTIONNAIRES' (Store Manager Questionnaire), 'DOCUMENTS' (cc offer, Offer Letter Cecilia Test, AdverseActionFAQs.pdf), and 'CATEGORIES' (This candidate does not have any categories). A purple button labeled 'ASSIGN FIELDS AND SEND' is visible at the bottom right of the main content area.

7. Scroll down on the offer letter to the very bottom and drag and drop the signature icon from the left hand menu onto the Candidate Signature line, then click the blue box 'Send for signature'

The screenshot shows the 'ASSIGN FIELDS AND SEND' dialog box in the JazzHR interface. The dialog box has a 'Fields' panel on the left and a 'Documents' panel on the right. The 'Fields' panel lists various fields: 'Signature' (with a signature icon), 'Initials', 'Date signed', 'Full name', 'Email address', 'Company', 'Title', 'Textbox', 'Checkbox', 'Dropdown', and 'Radio group'. The 'Documents' panel shows a list of documents: 'Signature', 'Assigned to' (Cecilia - Test Testing 123), 'Required' (checked), 'Field name (required)' (Signature), and 'Send for signature' (blue button). The main content area of the dialog box displays the offer letter text, including sections for 'Benefits Package', 'Contingencies', and 'Conclusion'. The 'Candidate Signature' line is highlighted with a blue box, and the 'Signature' icon from the 'Fields' panel is being dragged onto it.