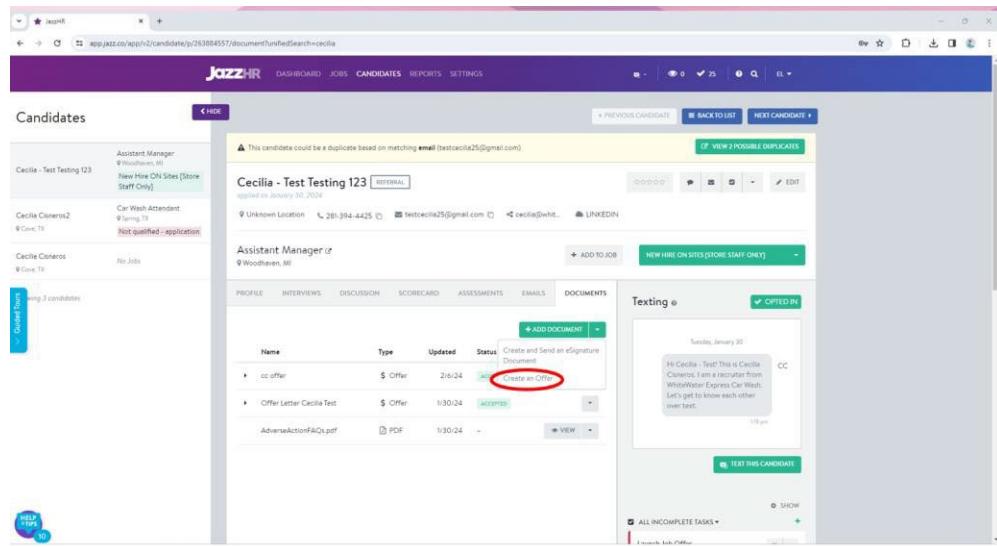


JazzHR Final Steps

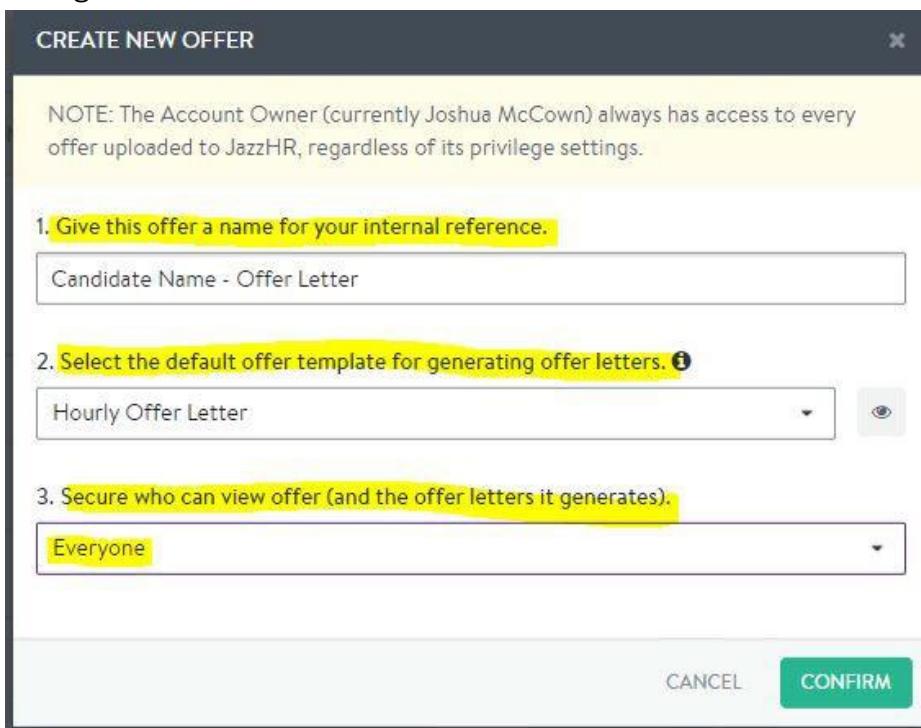
Job Offer:

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



The screenshot shows the JazzHR Candidates page. The 'DOCUMENTS' tab is selected. A dropdown menu is open, showing options: 'Create and Send an eSignature Document' and 'Create an Offer'. The 'Create an Offer' option is highlighted with a red circle. The right side of the screen shows a preview of a text message to a candidate named Cecilia.

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

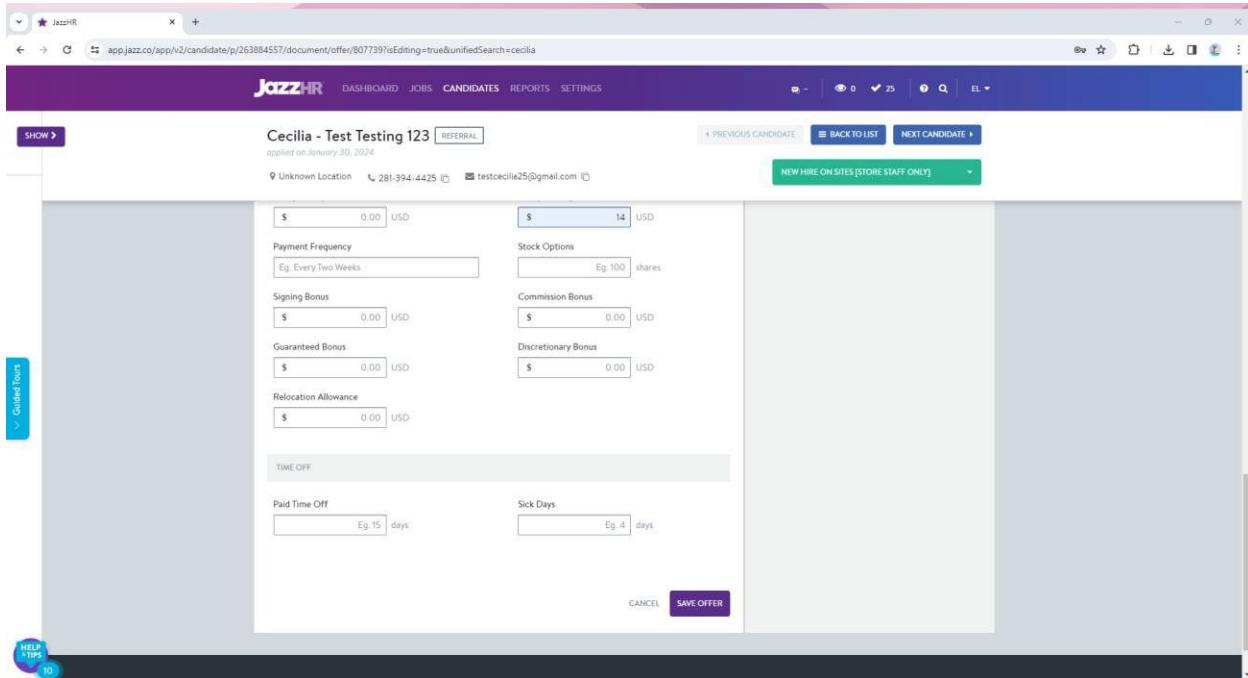
NOTE: The Account Owner (currently Joshua McCown) always has access to every offer uploaded to JazzHR, regardless of its privilege settings.

1. Give this offer a name for your internal reference.
Candidate Name - Offer Letter: Offer Letter Cecilia
2. Select the default offer template for generating offer letters. i
Default Offer Letter: Hourly Offer Letter
3. Secure who can view offer (and the offer letters it generates).
Viewers: Everyone

CANCEL **CONFIRM**

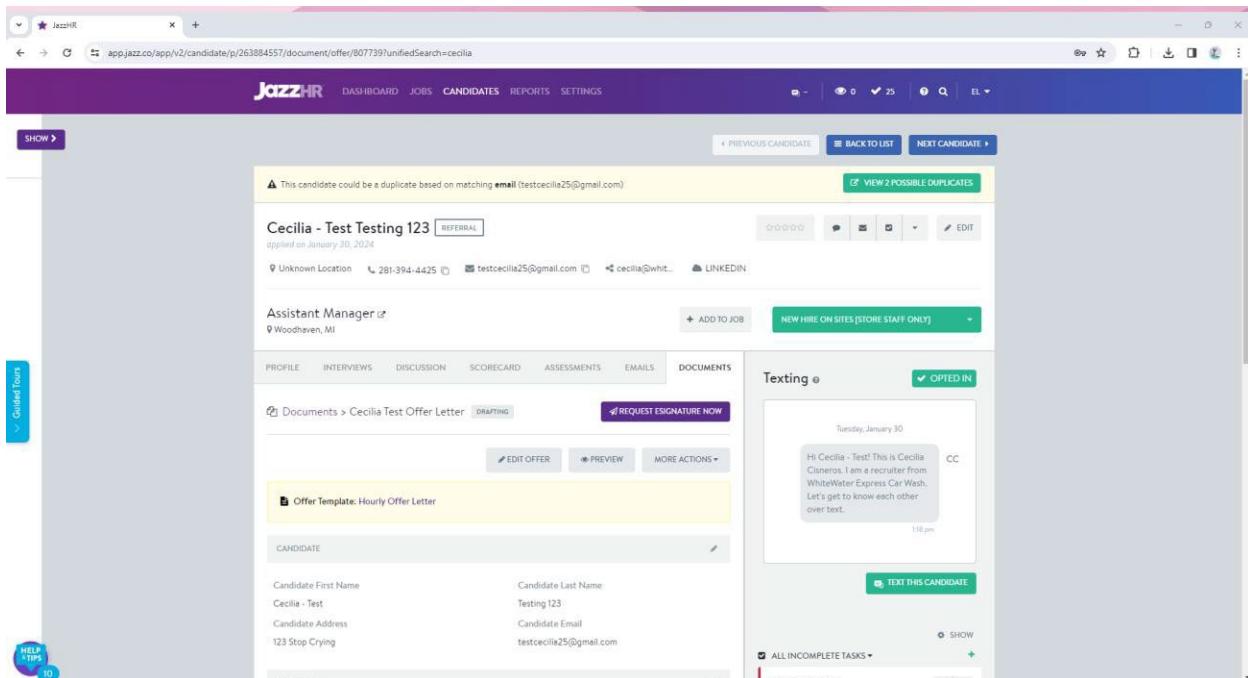
- 3.

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



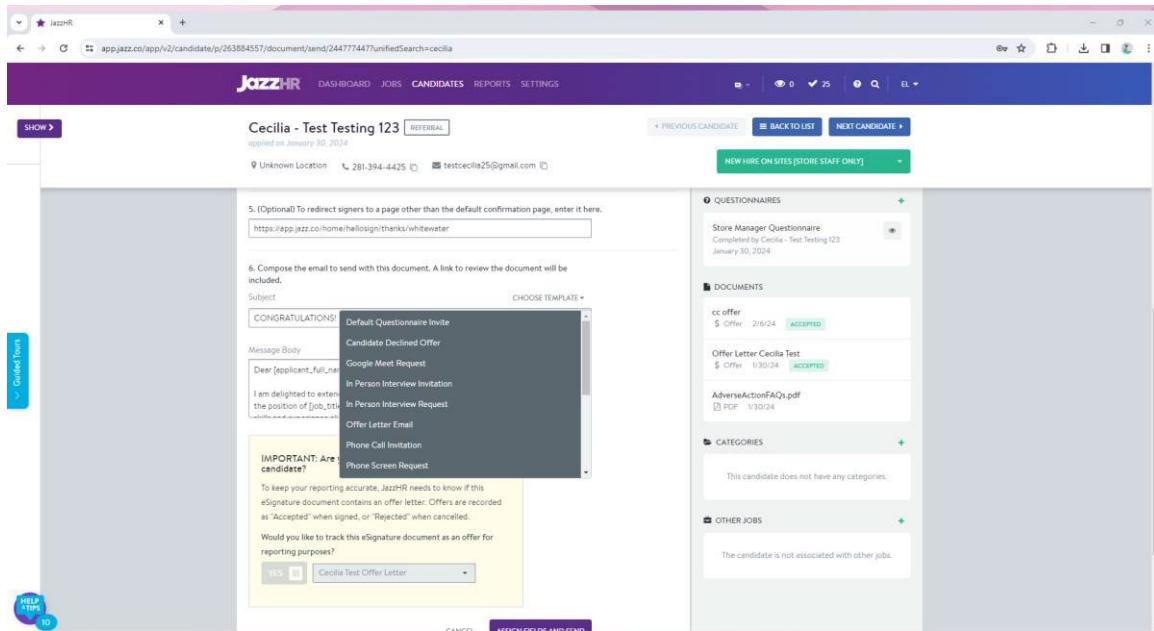
The screenshot shows the JazzHR software interface for creating an offer. The top navigation bar includes 'JazzHR', 'DASHBOARD', 'JOBS', 'CANDIDATES', 'REPORTS', and 'SETTINGS'. The main content area is titled 'Cecilia - Test Testing 123' (REFERRAL) and shows the offer was applied on January 30, 2024. It includes fields for Payment Frequency (Eg. Every Two Weeks), Stock Options (Eg. 100 shares), Signing Bonus (\$ 0.00 USD), Commission Bonus (\$ 0.00 USD), Guaranteed Bonus (\$ 0.00 USD), Discretionary Bonus (\$ 0.00 USD), and Relocation Allowance (\$ 0.00 USD). Below these are sections for Paid Time Off (Eg. 15 days) and Sick Days (Eg. 4 days). At the bottom right are 'CANCEL' and 'SAVE OFFER' buttons. A 'Guided Tour' button is visible on the left.

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



The screenshot shows the JazzHR software interface for the same candidate. A warning message at the top states: '⚠ This candidate could be a duplicate based on matching email (testcecilia25@gmail.com)'. Below this is a green button: 'VIEW 2 POSSIBLE DUPPLICATES'. The main content area is titled 'Cecilia - Test Testing 123' (REFERRAL) and shows the offer was applied on January 30, 2024. It includes fields for Assistant Manager (Woodhaven, MI), 'ADD TO JOB' button, and a 'NEW HIRE ON SITES (STORE STAFF ONLY)' button. Below these are sections for PROFILE, INTERVIEWS, DISCUSSION, SCORECARD, ASSESSMENTS, EMAILS, and DOCUMENTS. The DOCUMENTS tab is active, showing a 'Documents > Cecilia Test Offer Letter' (DRAFTING) section with a 'REQUEST ESIGNATURE NOW' button. To the right, a 'Texting' panel shows a message to Cecilia: 'Hi Cecilia - Test This is Cecilia Cimino. I am a recruiter from WhiteWater Express Car Wash. Let's get to know each other over text.' At the bottom, a 'CANDIDATE' section displays Candidate First Name (Cecilia - Test), Candidate Last Name (Testing 123), Candidate Address (123 Stop Crying), and Candidate Email (testcecilia25@gmail.com). A 'SHOW' button is also present. A 'Guided Tour' button is visible on the left.

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'



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'

