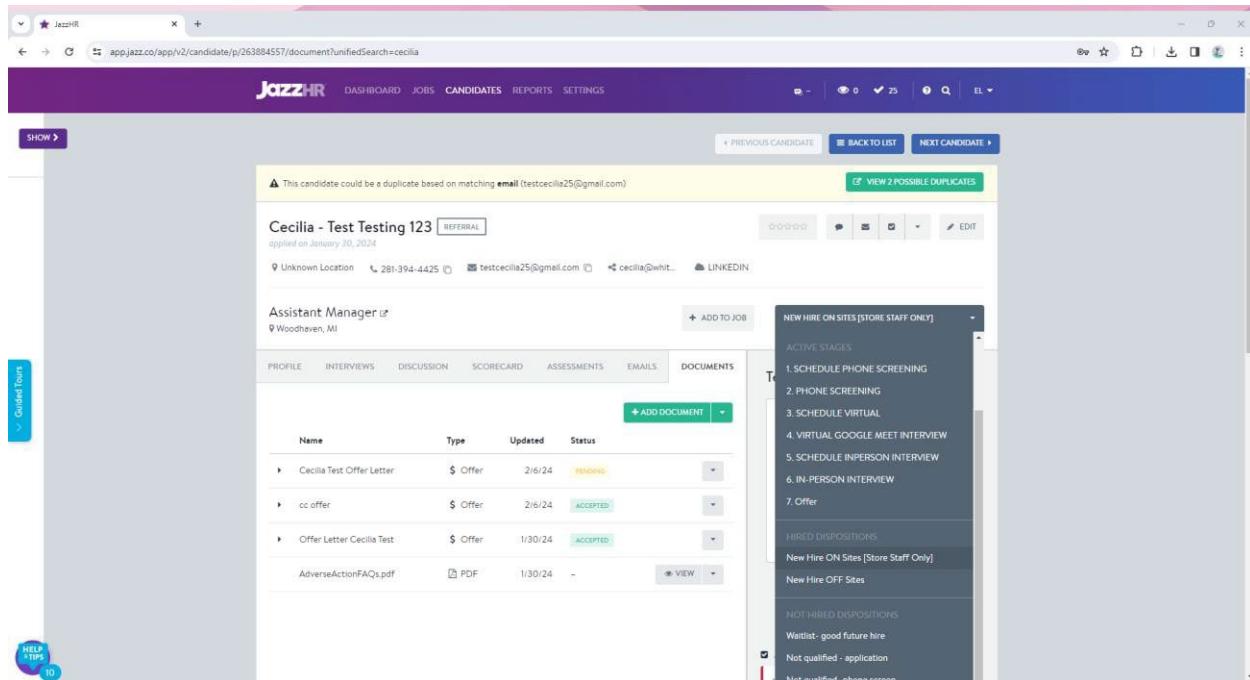


Sending to ADP to Queue for Onboarding:

1. Change Candidate Status to 'New Hire ON Sites' for store teams, or 'New Hire OFF Sites' for all other hires, under the Hired Dispositions category



This candidate could be a duplicate based on matching email (testcecilia25@gmail.com)

Cecilia - Test Testing 123 [REFERRAL]

Applied on January 30, 2024

Unknown Location 281-394-4425 testcecilia25@gmail.com cecilia@whit...

Assistant Manager Woodhaven, MI

PROFILE INTERVIEWS DISCUSSION SCORECARD ASSESSMENTS EMAILS DOCUMENTS

Name Type Updated Status

Cecilia Test Offer Letter \$ Offer 2/6/24 PENDING

cc offer \$ Offer 2/6/24 ACCEPTED

Offer Letter Cecilia Test \$ Offer 1/30/24 ACCEPTED

AdverseActionFAQs.pdf PDF 1/30/24 -

NEW HIRE ON SITES [STORE STAFF ONLY]

ACTIVE STAGES

1. SCHEDULE PHONE SCREENING
2. PHONE SCREENING
3. SCHEDULE VIRTUAL
4. VIRTUAL GOOGLE MEET INTERVIEW
5. SCHEDULE INPERSON INTERVIEW
6. IN-PERSON INTERVIEW
7. Offer

Hired Dispositions

New Hire ON Sites [Store Staff Only]

New Hire OFF Sites

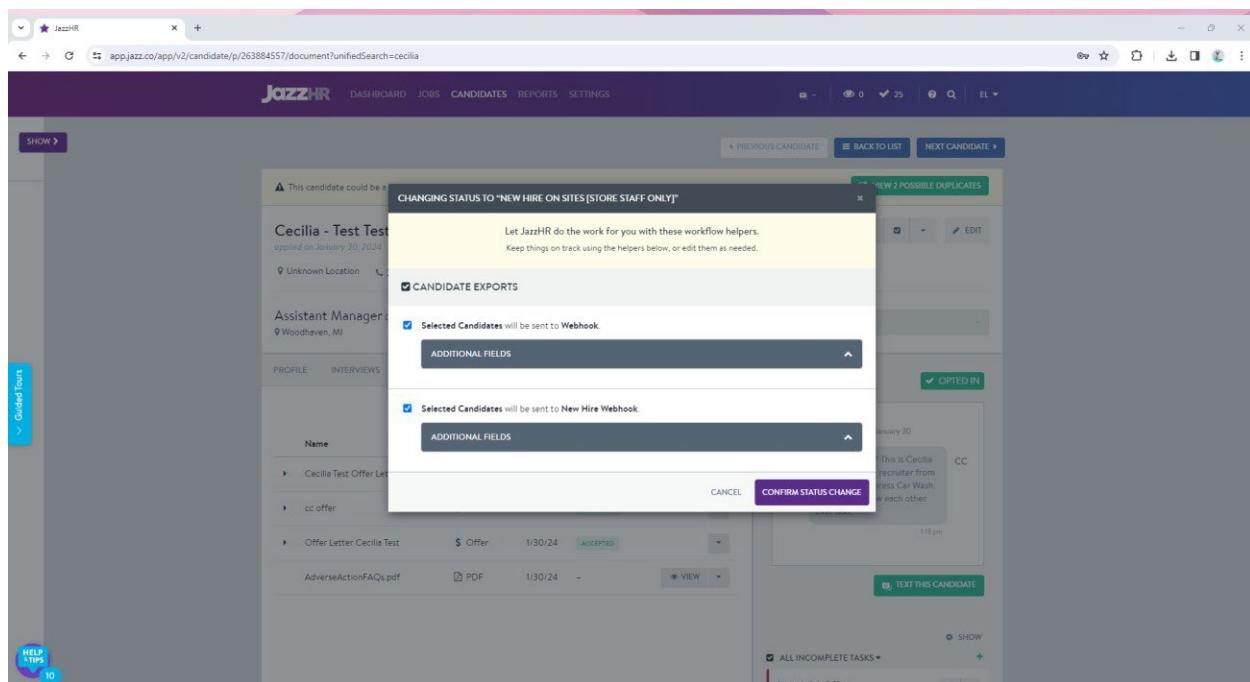
NOT HIRED DISPOSITIONS

Waitlist - good future hire

Not qualified - application

Not qualified - phone screen

2. Click purple button 'Confirm Status Change'



CHANGING STATUS TO "NEW HIRE ON SITES [STORE STAFF ONLY]"

Let JazzHR do the work for you with these workflow helpers. Keep things on track using the helpers below, or edit them as needed.

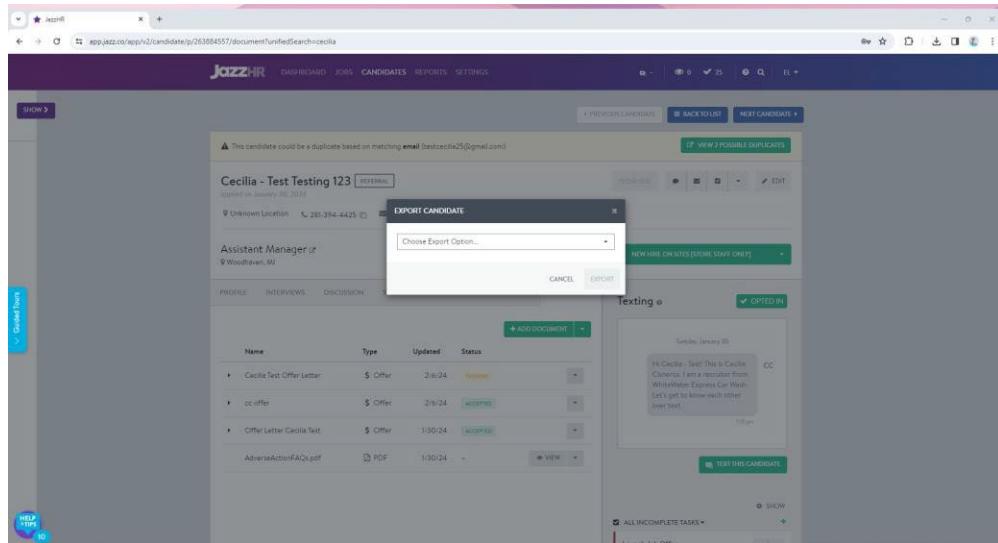
CANDIDATE EXPORTS

Selected Candidates will be sent to Webhook.

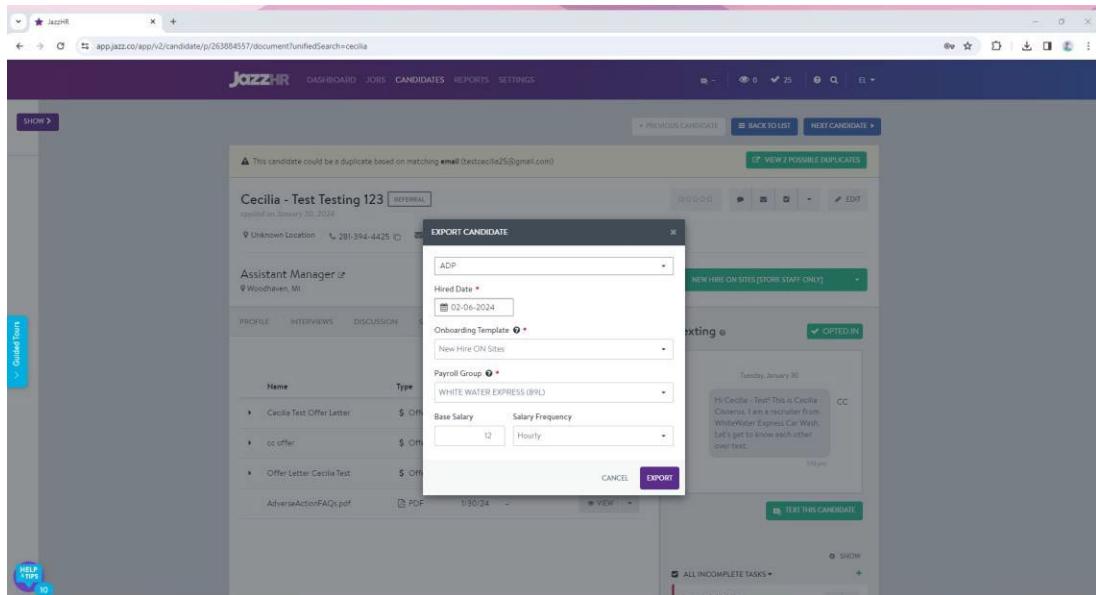
Selected Candidates will be sent to New Hire Webhook.

CONFIRM STATUS CHANGE

3. Click the drop-down and choose ADP



4. Fill in Hire Date, Onboarding Template, Choose Payroll Group (89L for all Store teams), and key in the hourly or salary rate, then click purple button for 'EXPORT'



THAT'S IT! CONGRATULATIONS ON SUCCESSFULLY PROCESSING YOUR NEW HIRE!