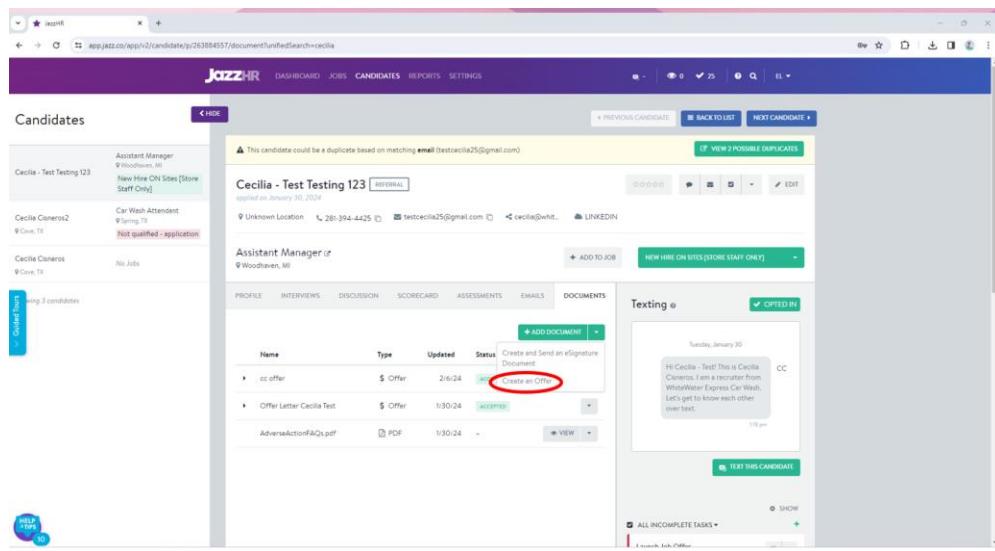


JazzHR Final Steps

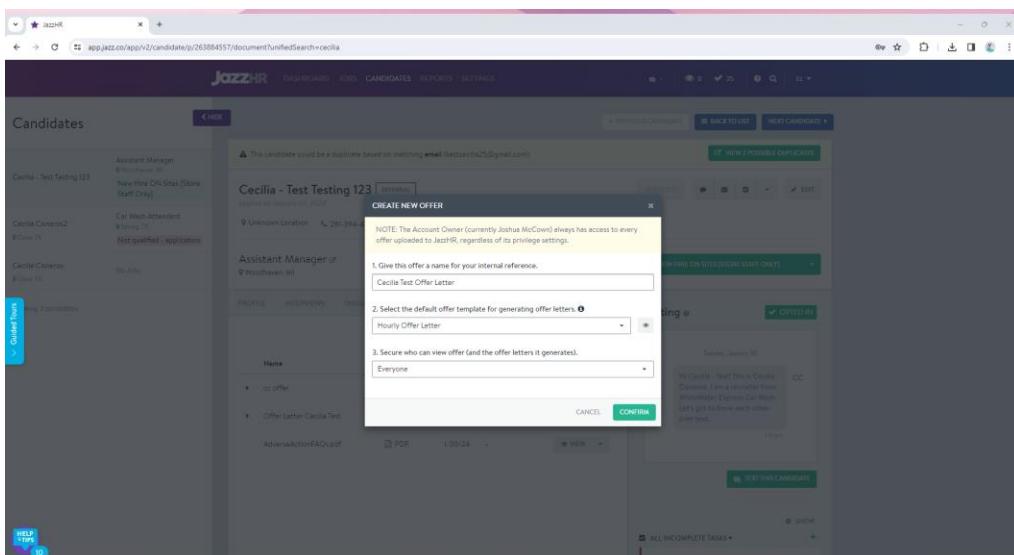
Job Offer:

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



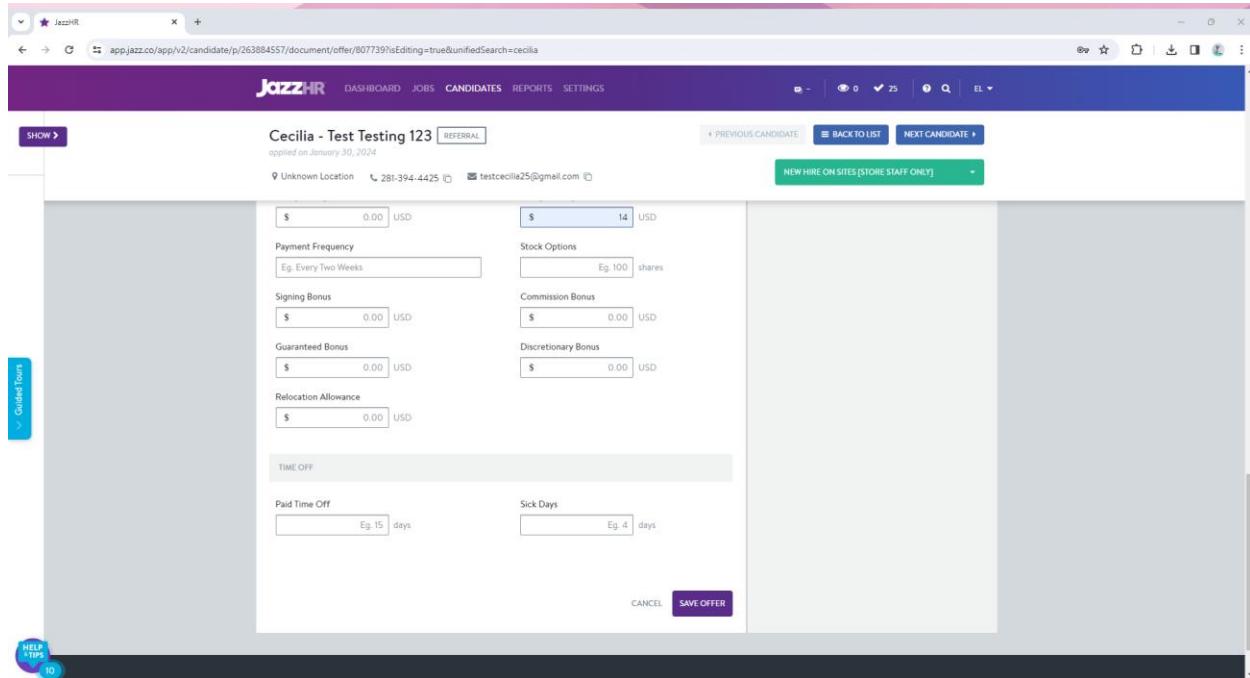
The screenshot shows the JazzHR Candidates page. The 'DOCUMENTS' tab is selected. A red circle highlights the '+ADD DOCUMENT' button, which is currently set to 'Create an Offer'. The 'Texting' panel on the right shows a recent message to Cecilia.

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.



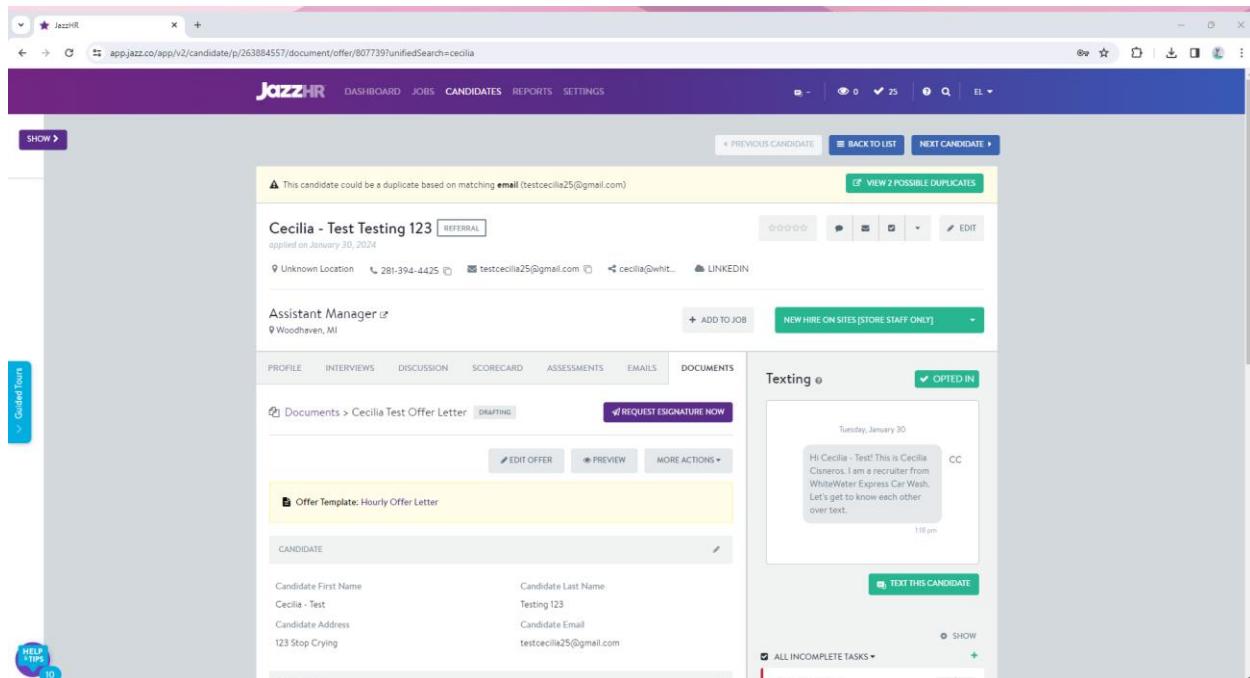
The screenshot shows the 'CREATE NEW OFFER' dialog box. The 'Viewers' dropdown is set to 'Everyone'. The 'Texting' panel on the right shows a recent message to Cecilia.

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



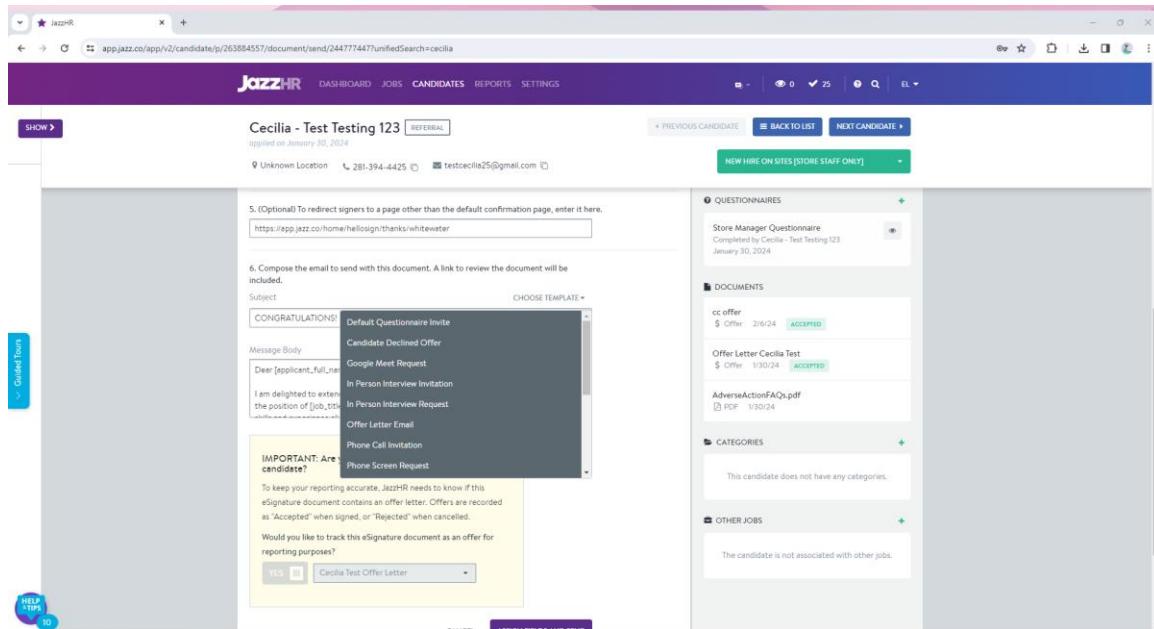
The screenshot shows the JazzHR software interface. The top navigation bar includes 'JazzHR', 'DASHBOARD', 'JOBS', 'CANDIDATES', 'REPORTS', and 'SETTINGS'. The main content area is titled 'Cecilia - Test Testing 123' and shows the candidate was applied on January 30, 2024. The page contains several input fields for compensation and benefits, such as 'Payment Frequency' (Eg. Every Two Weeks), 'Signing Bonus' (\$ 0.00 USD), 'Guaranteed Bonus' (\$ 0.00 USD), 'Relocation Allowance' (\$ 0.00 USD), 'Stock Options' (Eg. 100 shares), 'Commission Bonus' (\$ 0.00 USD), 'Discretionary Bonus' (\$ 0.00 USD), 'Paid Time Off' (Eg. 15 days), and 'Sick Days' (Eg. 4 days). At the bottom right is a purple 'SAVE OFFER' button.

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

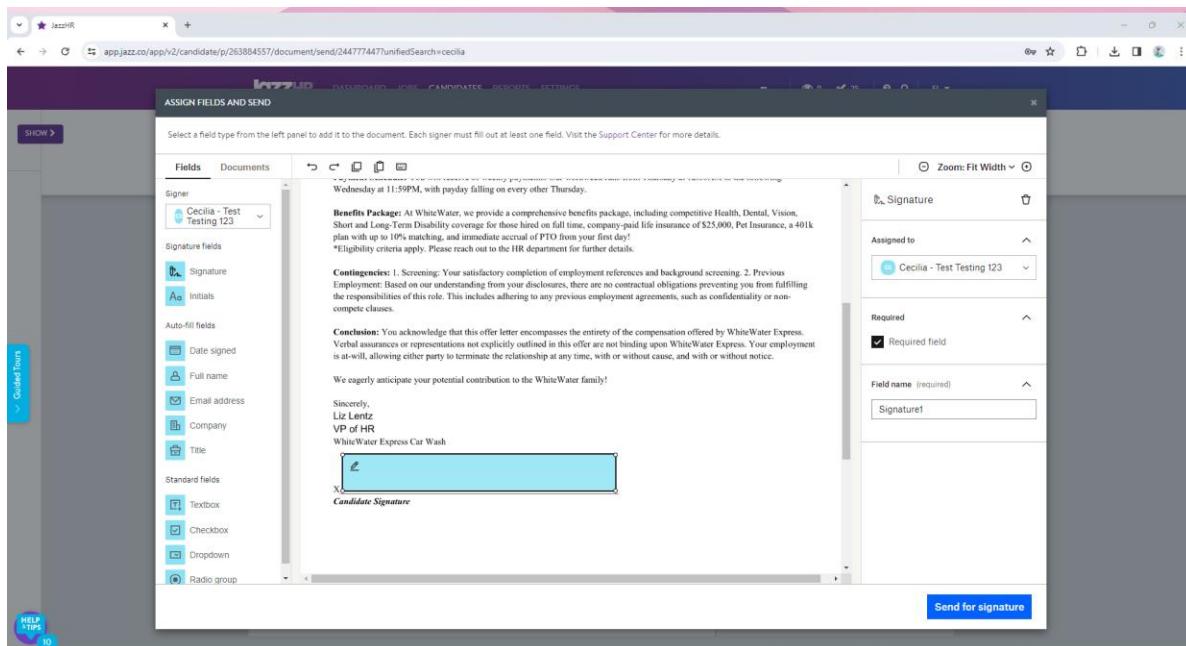


The screenshot shows the JazzHR software interface. The top navigation bar includes 'JazzHR', 'DASHBOARD', 'JOBS', 'CANDIDATES', 'REPORTS', and 'SETTINGS'. The main content area is titled 'Cecilia - Test Testing 123' and shows the candidate was applied on January 30, 2024. A red box highlights the 'REQUEST ESIGNATURE NOW' button in the 'Documents' section. The right side of the screen shows a 'Texting' panel with a message to Cecilia: 'Hi Cecilia - Test! This is Cecilia Clossers, I am a recruiter from WhiteWater Express Car Wash. Let's get to know each other over text.' The message was sent at 1:18 pm. Other sections visible include 'PROFILE', 'INTERVIEWS', 'DISCUSSION', 'SCORECARD', 'ASSESSMENTS', 'EMAILS', and 'DOCUMENTS'.

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

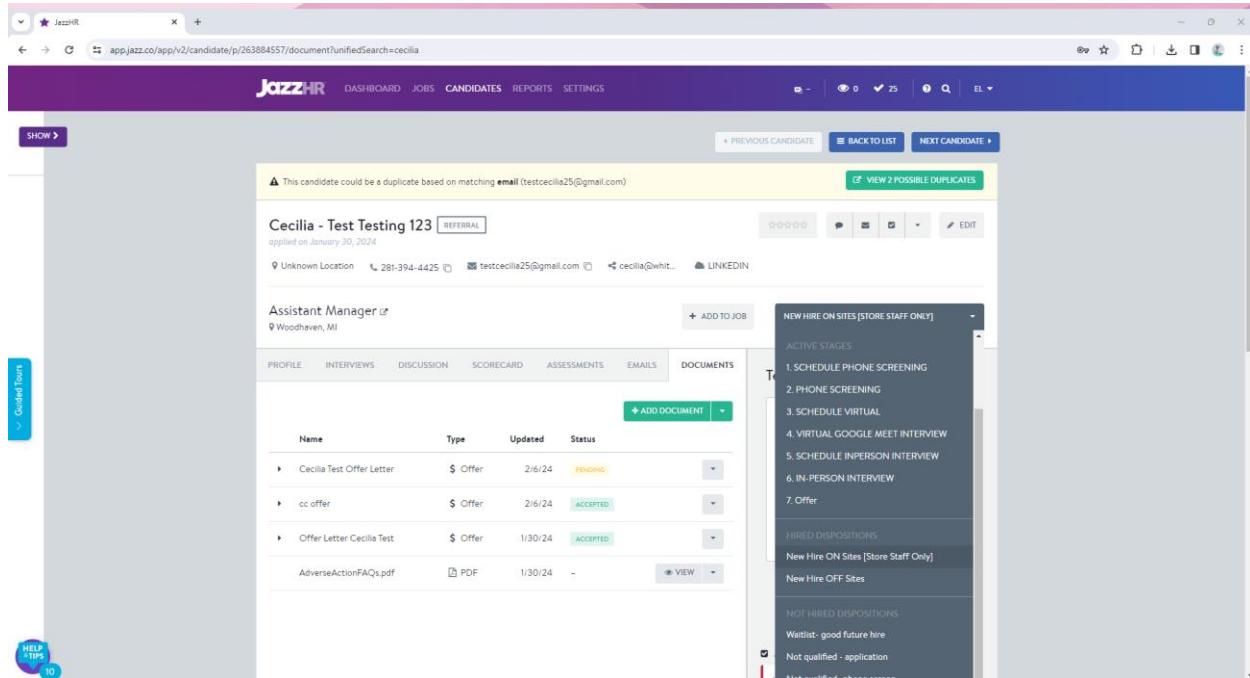


6. Scroll down on the offer letter to the very bottom and drag and drop the signature icon from the left hand menu onto the Candidate Signature line, then click the blue box 'Send for signature'



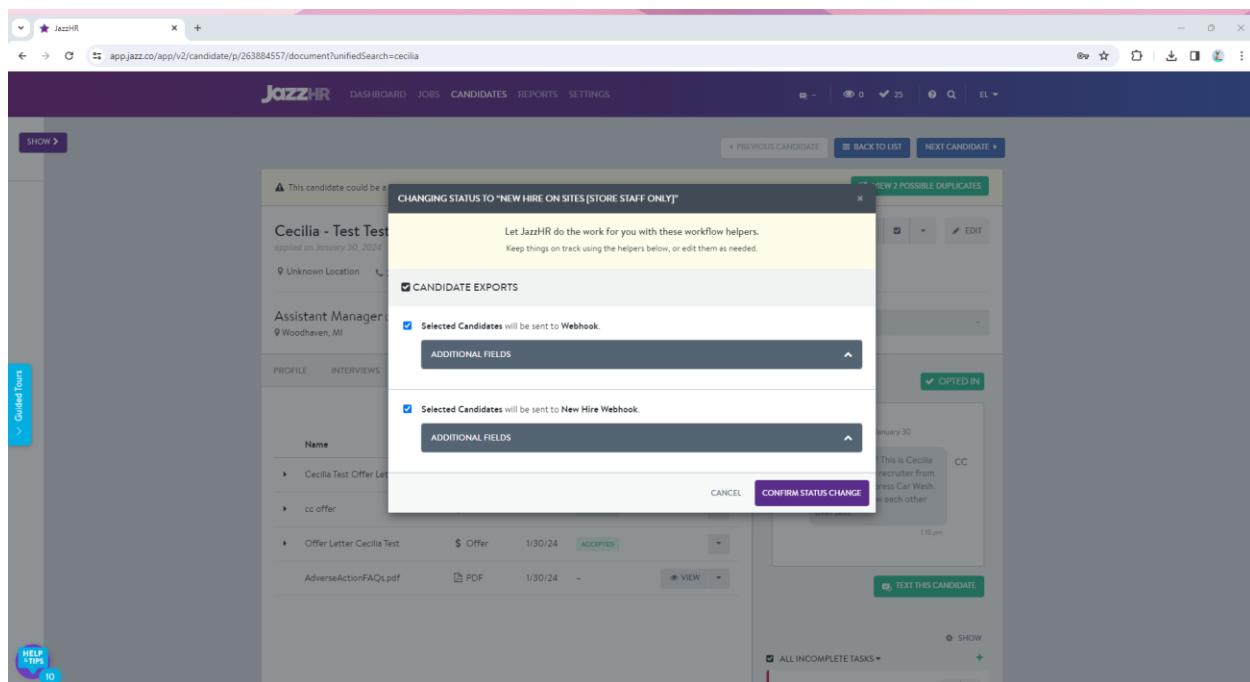
Sending to ADP to Queue for Onboarding:

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



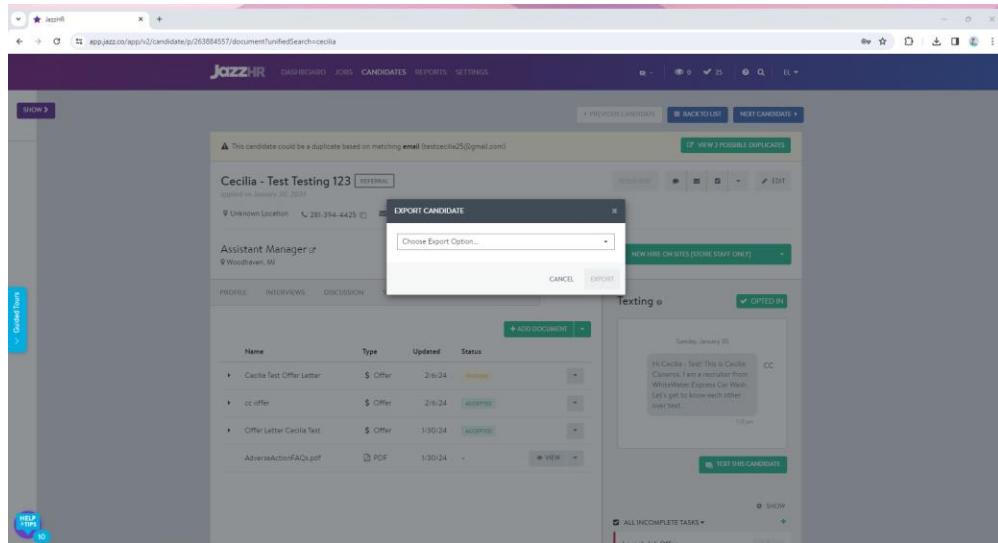
The screenshot shows a JazzHR candidate profile for 'Cecilia - Test Testing 123'. The profile includes basic information like name, phone number, email, and LinkedIn. A 'GUIDED TOUR' button is visible on the left. A 'Hired Dispositions' dropdown menu is open on the right, showing options for 'NEW HIRE ON SITES [STORE STAFF ONLY]' and 'NEW HIRE OFF SITES'. Other options like 'NOT HIRED DISPOSITIONS' and 'Waitlist- good future hire' are also listed.

2. Click purple button 'Confirm Status Change'

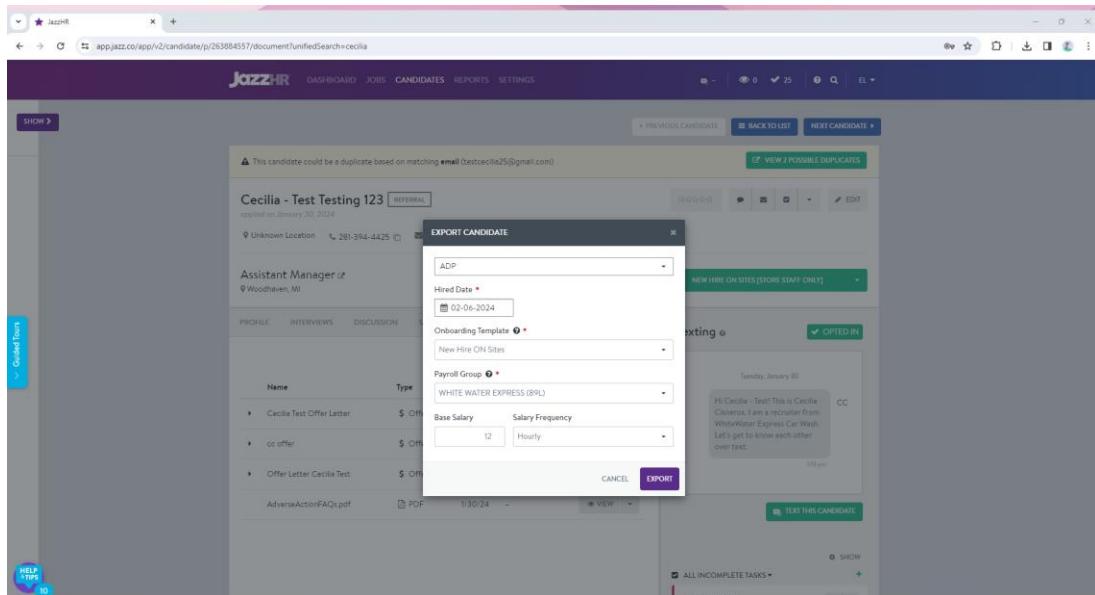


The screenshot shows the same JazzHR candidate profile as before, but with a 'CHANGING STATUS TO "NEW HIRE ON SITES [STORE STAFF ONLY]"' dialog box in the foreground. The dialog contains instructions and two checkboxes: 'CANDIDATE EXPORTS' (checked) and 'Selected Candidates will be sent to Webhook.' Below these are sections for 'ADDITIONAL FIELDS' and 'Selected Candidates will be sent to New Hire Webhook.' with another 'ADDITIONAL FIELDS' section. A 'CONFIRM STATUS CHANGE' button is at the bottom right of the dialog. The background profile shows the candidate's status has been updated to 'ACCEPTED'.

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!