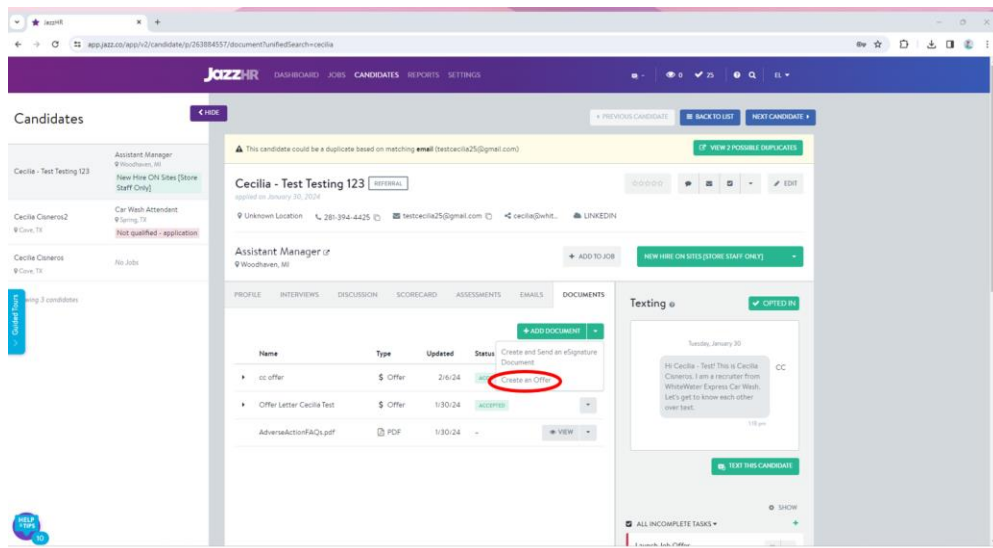


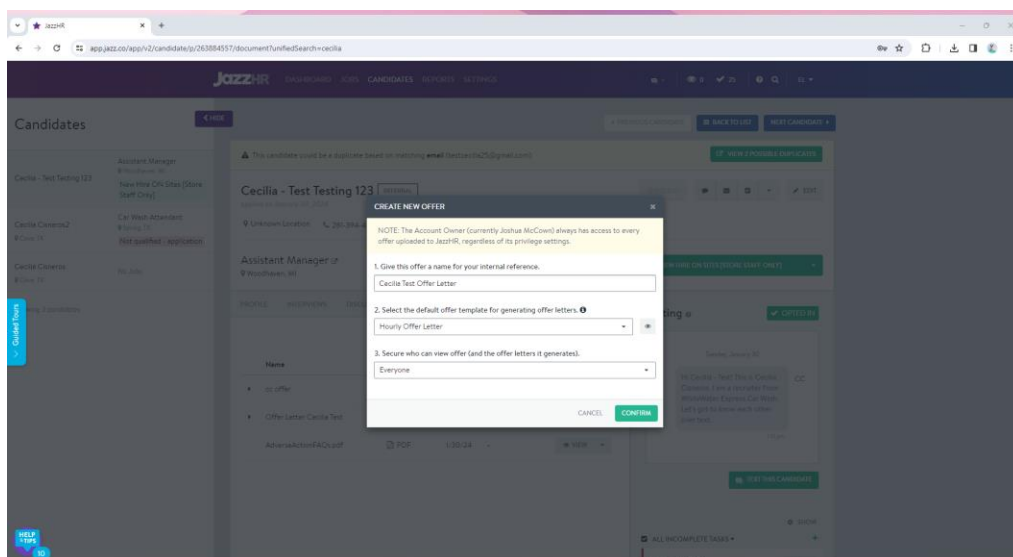
JazzHR Final Steps

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.



3. 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 is titled 'Cecilia - Test Testing 123' with a 'REFERRAL' tag. It includes fields for 'Unknown Location', '281-394-4425', and 'testceilia25@gmail.com'. A green button 'NEW HIRE ON SITES (STORE STAFF ONLY)' is visible. The form contains several input fields with asterisks indicating required information: 'Payment Frequency' (set to 'Eg. Every Two Weeks'), 'Signing Bonus' (\$ 0.00 USD), 'Guaranteed Bonus' (\$ 0.00 USD), 'Relocation Allowance' (\$ 0.00 USD), 'Stock Options' (set to 'Eg. 100 shares'), 'Commission Bonus' (\$ 0.00 USD), and 'Discretionary Bonus' (\$ 0.00 USD). There are also fields for 'Paid Time Off' (set to 'Eg. 15 days') and 'Sick Days' (set to 'Eg. 4 days'). At the bottom right, there are 'CANCEL' and 'SAVE OFFER' buttons. A 'Guided Tour' button is on the left side.

4. 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 (testceilia25@gmail.com)' with a 'VIEW 2 POSSIBLE DUPLICATES' button. The candidate's information is shown, including 'Unknown Location', '281-394-4425', 'testceilia25@gmail.com', and 'cecilia@whit...'. The 'Assistant Manager' is listed as '9 Woodhaven, MI'. The 'DOCUMENTS' tab is selected, showing a 'Cecilia Test Offer Letter' in 'DRAFTING' status. A purple button 'REQUEST ESIGNATURE NOW' is prominent. Below this, there is a table with columns for 'CANDIDATE' and 'Offer Template: Hourly Offer Letter'. The table contains the following data:

CANDIDATE	Offer Template: Hourly Offer Letter
Candidate First Name Cecilia - Test	Candidate Last Name Testing 123
Candidate Address 123 Stop Crying	Candidate Email testceilia25@gmail.com

On the right side, there is a 'Texting' section with a 'TEXTING' button and a 'TEXT THIS CANDIDATE' button. A message preview is shown: 'Hi Cecilia - Test This is Cecilia Cisneros. I am a recruiter from WhiteWater Express Car Wash. Let's get to know each other over text.' At the bottom, there is a 'SHOW' button and a link to 'JazzHR Job Offer'.

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'

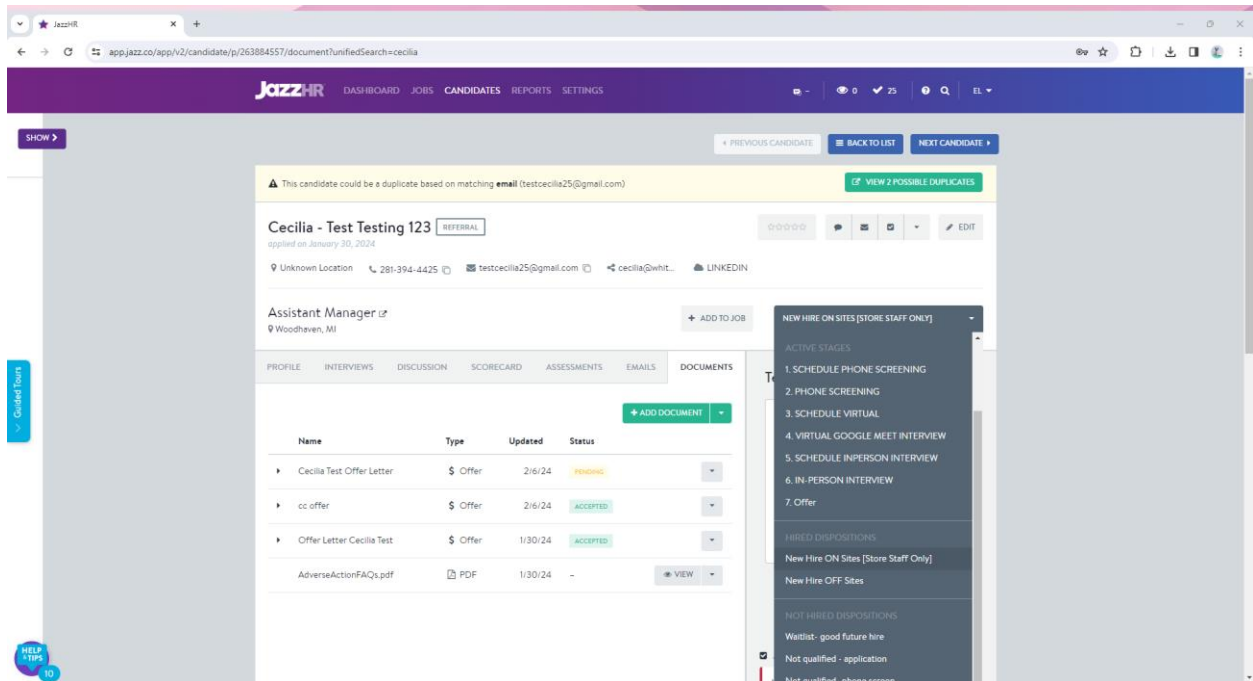
The screenshot shows the JazzHR interface for a candidate named Cecilia - Test Testing 123. The main content area displays a template selection screen with a 'CHOOSE TEMPLATE' dropdown menu. The dropdown is open, showing various templates including 'Default Questionnaire Invite', 'Candidate Declined 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' template is selected. Below the dropdown, there is a 'Message Body' section with a text area containing the following text: 'Dear [applicant_full_name], I am delighted to extend the position of [job_title] to you. To keep your reporting accurate, JazzHR needs to know if this eSignature document contains an offer letter. Offers are recorded as "Accepted" when signed, or "Rejected" when cancelled. Would you like to track this eSignature document as an offer for reporting purposes?'. There is a 'YES' button and a 'Cecilia Test Offer Letter' dropdown menu. On the right side, there are sections for 'QUESTIONNAIRES', 'DOCUMENTS', 'CATEGORIES', and 'OTHER JOBS'. The 'DOCUMENTS' section shows a list of documents including 'cc offer', 'Offer Letter Cecilia Test', and 'AdverseActionFAQs.pdf'. The 'CATEGORIES' section shows a message: 'This candidate does not have any categories.' The 'OTHER JOBS' section shows a message: 'The candidate is not associated with other jobs.'

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'

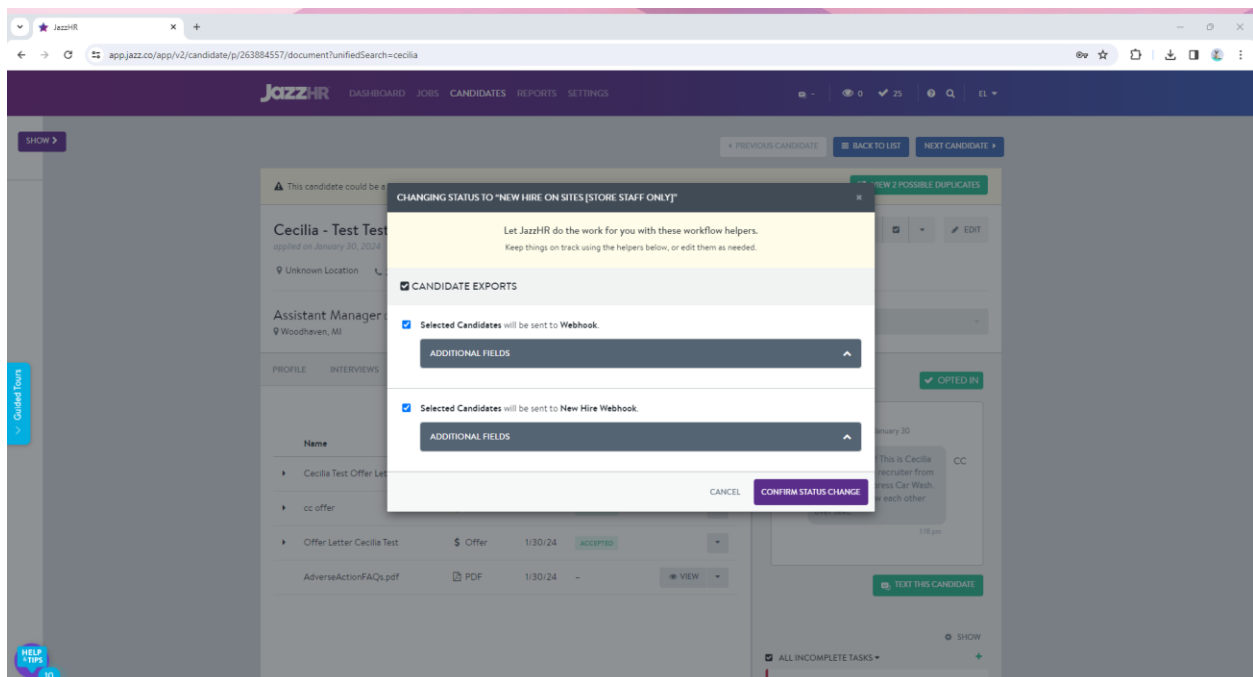
The screenshot shows the JazzHR interface for a candidate named Cecilia - Test Testing 123. The main content area displays the 'ASSIGN FIELDS AND SEND' step. The left panel shows a list of fields to be assigned to the document. The fields are categorized into 'Signature fields', 'Auto-fill fields', and 'Standard fields'. The 'Signature fields' section includes 'Signature' and 'Initials'. The 'Auto-fill fields' section includes 'Date signed', 'Full name', 'Email address', 'Company', and 'Title'. The 'Standard fields' section includes 'Textbox', 'Checkbox', 'Dropdown', and 'Radio group'. The right panel shows the document content, which includes a 'Candidate Signature' line. A blue box labeled 'Send for signature' is visible at the bottom right of the document content area.

Sending to ADP to Queue for Onboarding:

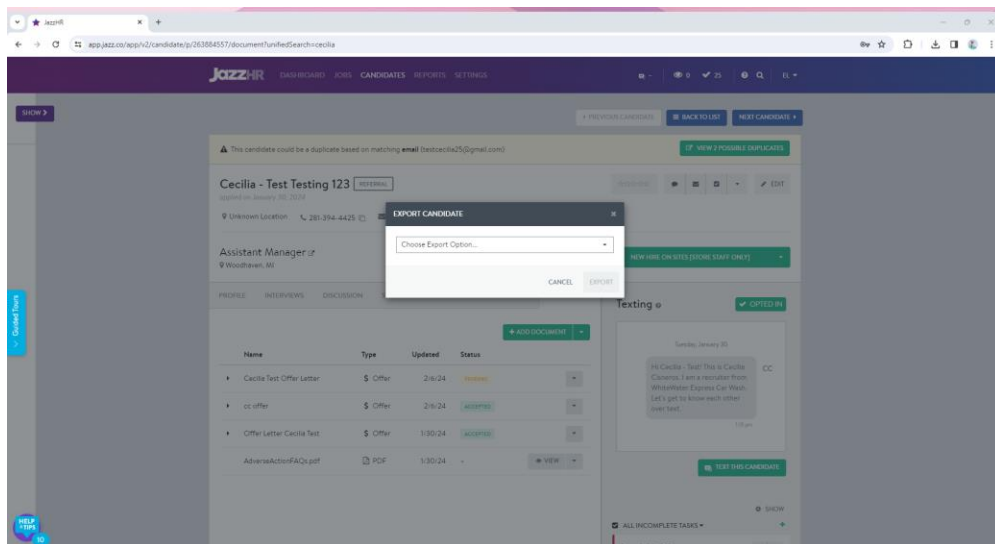
1. Change Candidate Status to 'New Hire ON Sites' for store teams, or 'New Hire OFF Sites' for **all other hires**, under the Hired Dispositions category



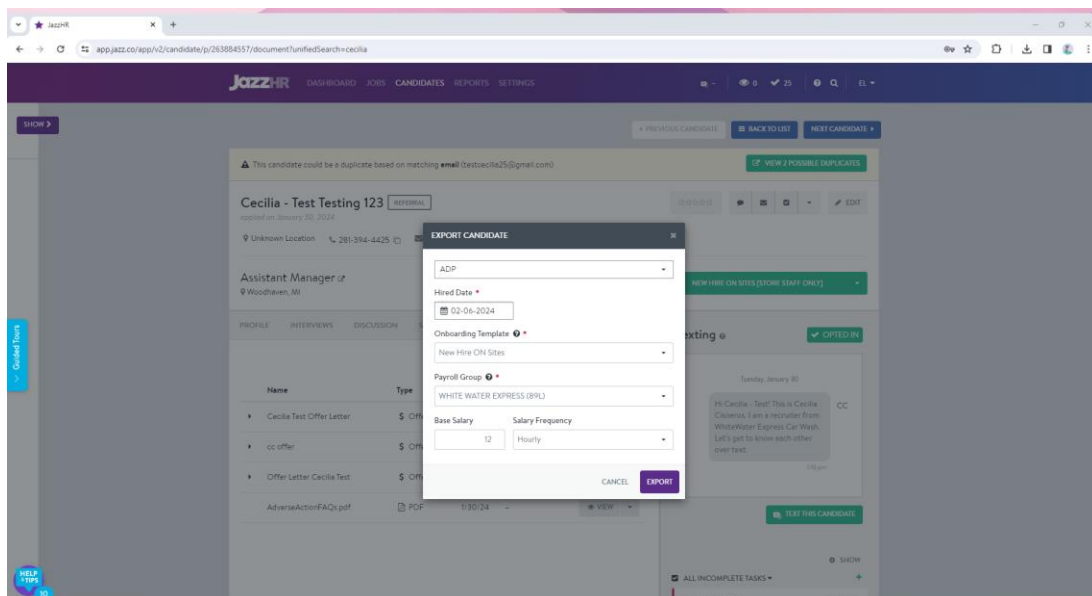
2. Click purple button 'Confirm Status Change'



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!