

JAZZHR GUIDE

TABLE OF CONTENTS:

JAZZHR REQUEST FORM..... 2

CREATE A NEW JOB POSTING 3

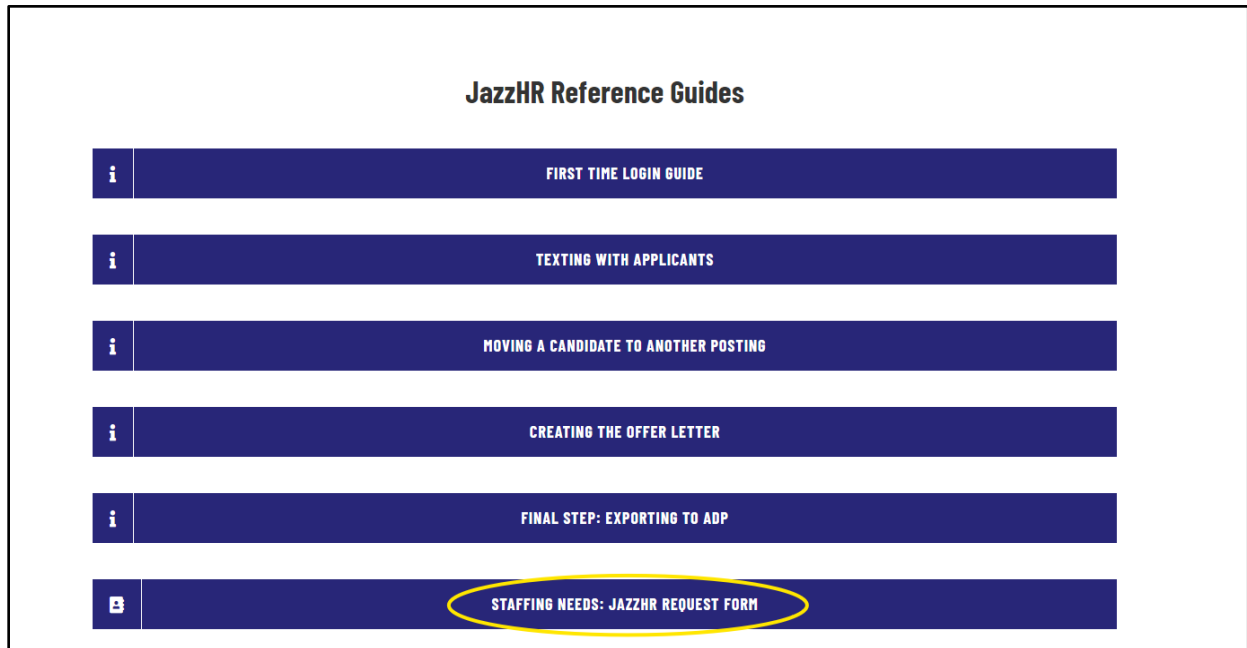
REQUEST TO OPEN AND CLOSE A JOB POSTING 5

REFRESH AN EXISTING JOB POSTING 6

JAZZHR REQUEST FORM

This guide provides a comprehensive overview of the staffing options available in the JazzHR Request Form, along with step-by-step instructions to help you navigate and identify the solutions that best meet your needs.

1. The [JazzHR Request Form](#) is available on the Intranet under the recruiting page tab.



2. Fill out your First and last name, work email address, work phone number, Location, and select the type of request.

A screenshot of the 'JazzHR Request Form' for 'WHITewater EXPRESS CAR WASH'. The form is titled 'JazzHR Request Form' with the subtitle 'Staffing Needs Request'. It contains several input fields: 'Name *' (split into 'First' and 'Last'), 'Email *', 'Phone *', and 'Location *' (a dropdown menu). A 'Submit' button is located at the bottom left. On the right, there is a 'Type of Request *' dropdown menu, which is open, showing three options: 'Create New Post', 'Close Old Post', and 'Refresh Existing Post'. A yellow arrow points to the 'Type of Request *' label.

CREATE A NEW JOB POSTING

To **'Create New Post'**. First you want to make sure that you've checked for all new candidates that are in drafting status.

Fill out the Title of Position, Number of openings, Level of urgency (indicates if a boost is needed), and Job Post Location.

Location *

000 - Demo

Type of Request *

Create New Post

Request a new job post

☐ I have checked for all new candidates in Drafting.

Title of Position *

Number of Openings *

Level of Urgency *

(green=potential need in the next quarter or evergreen post, yellow=proactive as someone is on their way out, red=must be filled yesterday)

Job Post Location *

City

State

Zip Code

Finally, confirm the following with the recruiting team:

- **Recruiting Materials:** Ensure you have recruitment cards readily available.
- **Team Training:** Verify that your team has been trained on recruitment practices.
- **Referral Importance:** Discuss the significance of referrals with your team.

Do you have recruiting cards on hand? *

←

Is your team trained on how to recruit? *

←

Have you discussed with your team the value in referrals? *

←

Access to JazzHR *

←

Submit

Additionally, let us know if you are a Store Manager (SM) or General Manager (GM) to gain access to JazzHR.

Once all the details are confirmed, click **"Submit"** to send your request to the recruiting department for review and processing.

REQUEST TO OPEN AND CLOSE A JOB POSTING

Follow these steps:

1. Copy and paste the URL link to the specific post you want to close.
2. Update the status of any new candidates in that post to "Turned Down."
3. Include the job title/position/location associated with the post in your request.
4. This ensures a smooth and efficient closure process.

The screenshot shows a web form titled "Close Old Post". At the top, there are two dropdown menus: "Location *" with "000 - Demo" selected, and "Type of Request *" with "Close Old Post" selected. Below these is a text input field labeled "URL to Existing Post *" which is circled in yellow. A small note below the field reads "URI for the posting requested to be closed or in need of a refresh." Under the heading "Close Old Post", there is a checked checkbox with the text "I have moved all new candidates to Turndown status.", which is also circled in yellow. Below this is a text input field labeled "Job Title/Position to be Closed" with a yellow arrow pointing to it. At the bottom left is a blue "Submit" button.

Location * 000 - Demo

Type of Request * Close Old Post

URL to Existing Post *

URI for the posting requested to be closed or in need of a refresh.

Close Old Post

☒ I have moved all new candidates to Turndown status.

Job Title/Position to be Closed

Submit

REFRESH AN EXISTING JOB POSTING

Follow these steps:

1. Copy and paste the URL link of the existing post into the designated field.

URL to Existing Post *

URI for the posting requested to be closed or in need of a refresh.

2. Select from the following options:
 - Close and Reopen Post: You may include any relevant notes regarding the job post.
 - Change/Update Hiring Manager
 - Update City and Zip Code
 - Update Job Title, Description, or Pay

Refresh Existing Post
☒ Close & Reopen post
Note/Comment on Close/Reopen *

☒ Change/Update Hiring Manager
Hiring Manager *

☒ Update City and Zip.
City/Zip * **State *** **Zip ***

☒ Update Job title / Description / Pay
Updated Job Title *

Updated Description *

Updated Pay

3. Review all provided information for accuracy.
4. Click the **Submit** button to finalize your request.