

JAZZHR GUIDE

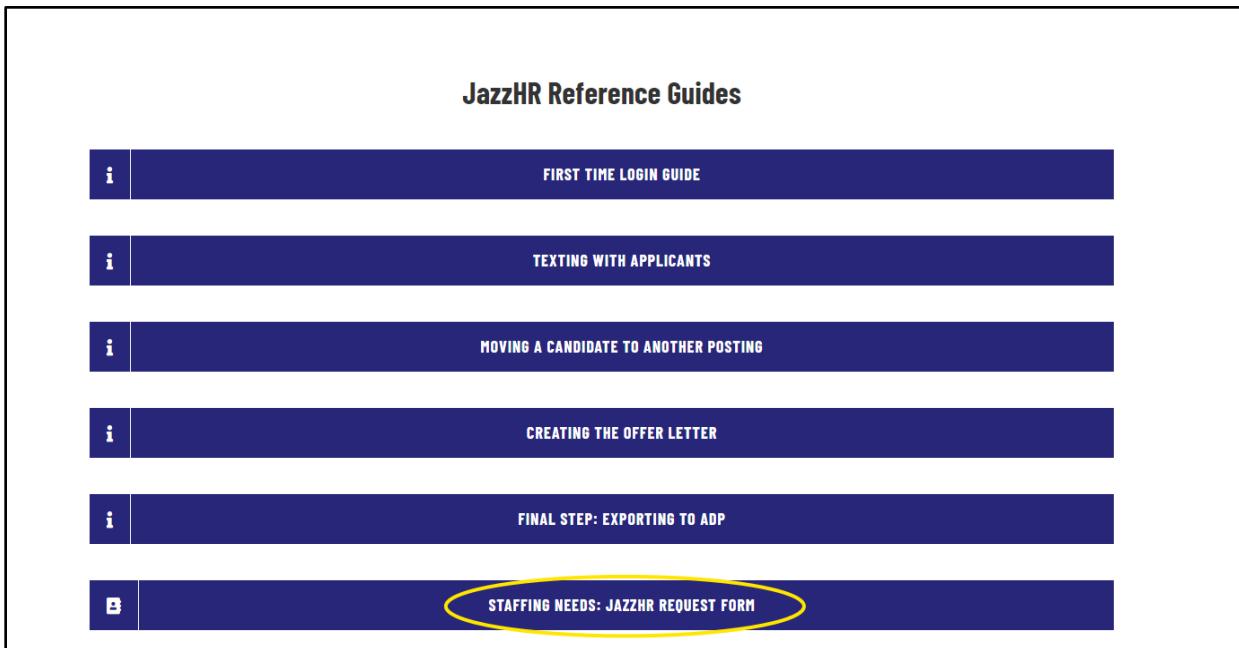
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JAZZHR REQUEST FORM

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.

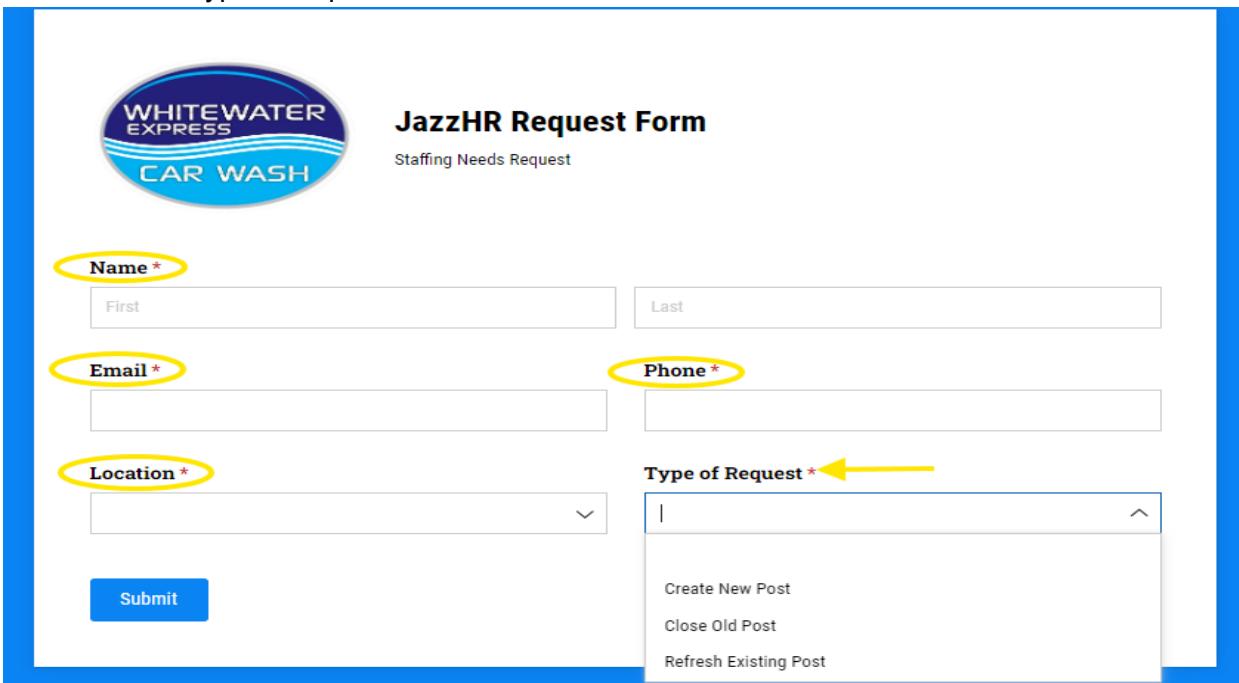
1. The [JazzHR Request Form](#) is available on the Intranet under the recruiting page tab.



JazzHR Reference Guides

- FIRST TIME LOGIN GUIDE**
- TEXTING WITH APPLICANTS**
- MOVING A CANDIDATE TO ANOTHER POSTING**
- CREATING THE OFFER LETTER**
- FINAL STEP: EXPORTING TO ADP**
- STAFFING NEEDS: JAZZHR REQUEST FORM**

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



WHITEWATER EXPRESS CAR WASH

JazzHR Request Form
Staffing Needs Request

Name *

Email *

Phone *

Location *

Type of Request * 

- Create New Post
- Close Old Post
- Refresh Existing Post

Submit

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 * <input type="text" value="000 - Demo"/>	Type of Request * <input type="text" value="Create New Post"/>
Request a new job post	
<input type="checkbox"/> I have checked for all new candidates in Drafting.	
Title of Position * <input type="text"/>	Number of Openings * <input type="text"/>
Level of Urgency * <input type="text"/>	
<small>(green=potential need in the next quarter or evergreen post, yellow=proactive as someone is on their way out, red=must be filled yesterday)</small>	
Job Post Location * <input type="text" value="City"/> <input type="text" value="State"/> <input type="text" value="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? * <input type="text"/>	←
Is your team trained on how to recruit? * <input type="text"/>	←
Have you discussed with your team the value in referrals? * <input type="text"/>	←
Access to JazzHR * <input type="text"/>	←
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.

Location *

Type of Request *

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.