JazzHR Relaunch – Leader Cheat Sheet

Blackout Dates: September 1 – September 14

No JazzHR access. All data permanently deleted.

Key Deadlines (No Exceptions)

- **Monday, August 25** – Last day to send offers via JazzHR

- **Thursday, August 28** – Candidates must sign offers and final day to submit critical roles to be posted on Indeed

- **Friday, August 29** – Job Request Form permanently deleted

- **Sunday, August 31** – Final day to extract data (candidates, notes, resumes)

Recruiting During Blackout (September 1 – September 14)

- **HR Generalists post urgent jobs** directly to Indeed

- **Daily applicant email by 4:00 PM CST** sent to hiring managers

- Managers continue to:

  o Screen resumes

  o Schedule interviews

  o Extend **verbal offers**

- Once a candidate accepts:

  o Email **recruiting@whitewatercw.com** + your HR Generalist

  o Subject: **"Extend Offer Letter"**

  o Include:

    ▪ Candidate's name, phone, email, address

    ▪ Position title & store number

    ▪ Start date & pay rate

Your Role as a Leader

- Share deadlines with your site-level managers

- Support new GMs/SMs without JazzHR access until after relaunch

- Keep communication positive & solution-focused

- Complete **mandatory JazzHR training (September 9–12)**

  o No training = No access

Fast FAQ

- **Q: What happens Sept 1?**
  A: JazzHR goes dark. All old data is deleted.

- **Q: Can I post jobs during blackout?**
  A: HR only. Use the process above.

- **Q: What if a candidate hasn't signed their offer?**
  A: Must be relaunched manually by HR after blackout.

- **Q: Will requisitions carry over?**
  A: No. Start fresh after relaunch.

⚔️ **Spartan Reminder**

Change isn't optional, but success *is* in our control. Lead with clarity, unity, and discipline.