



Boosting Guidelines

What is Boosting?

Boosting increases the visibility of a job posting to attract more potential candidates.

- Boosting should only be used in urgent or hard-to-fill situations.
- Each boost has a set budget amount. Once the limit is reached, the boost will automatically stop.

Authorization

Only the following managers are authorized to request a job posting boost via JazzHR:

- Department Heads (or above)
- Area Directors
- Regional Directors

How to Request a Boost

1. Log into JazzHR.
2. Navigate to the job posting you want to boost and select Edit Job.
3. Go to the Custom Fields section. From the Boosting dropdown, select the appropriate hashtag (#) associated with the job title. (See key below)
4. Submit for approval.

Pre-Boost Requirements

Before submitting a boost request, the following criteria must be met:

- The job posting has been live for at least 14 days;
- The job posting has not exceeded 60 days;
- The city and ZIP code on the existing posting have been updated; and
- The evergreen requisition has been reviewed to assess potential candidates.

Boosting Key

- #INDCorp – Corporate, AD, RD roles
- #INDManage – General Manager and Store Manager roles
- #INDHour – Hourly roles
- #INDMain – Maintenance roles
- #INDNew – New store roles

Approval Process

- All boost requests must be reviewed and approved by HR prior to activation.
- Allow up to 24 business hours for approvals. Business hours are Monday–Friday, 8:00 AM–5:00 PM CST.
- Exception: New store openings are automatically boosted for the first 30 days to support initial hiring needs.