



Standard Operating Procedure: Creating a Job Requisition in JazzHR

Department: Human Resources

Last Updated: 09/5/2025

System: JazzHR

Prepared by: Talent Acquisition Specialist

1. Purpose

To establish a standardized process to submit new job requisition requests in JazzHR, ensuring accuracy, consistency, and proper workflow routing for approvals and posting.

2. Scope

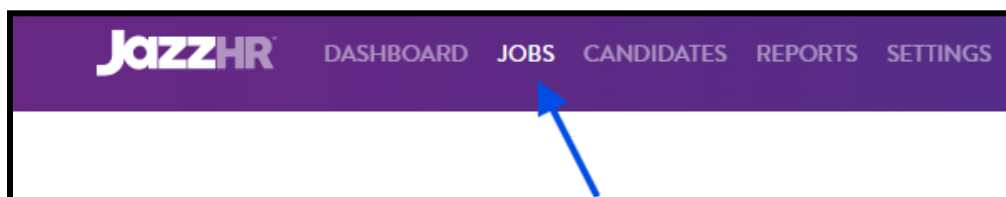
This SOP applies to all members of Leadership initiating a hiring request for any open or new position across locations supported by the organization.

3. Responsibilities

- **Area/Regional Directors/Corporate Leadership:** Complete and submit job request forms via JazzHR accurately.
- **Talent Acquisition Specialist/ Human Resources:** Review, approve, and initiate job posting and recruitment steps.
- **HR Leadership (if applicable):** Approve strategic roles or exceptions.

Step 1: Log in to JazzHR

- Navigate to [JazzHr](#)
- Select "Log-in"
- Enter credentials and access the dashboard
- Click the "Jobs" tab at the top of your page



Step 2: Cloning a job

- Type the word “TEMPLATE” in the title section, then “Apply”

Filter Jobs

Title
TEMPLATE

Status
All statuses

Hiring Manager
All hiring managers

☐ On Hiring Team

Description

Internal Code

Department
All departments

Location

+ ADD ADVANCED FILTER

CLEAR APPLY

- Find the job title that you want to open. Under “Actions” click on the arrow, select “Clone Job”. This will allow our default tabs to be prefilled.

Jobs VIEW CAREER PAGE + CREATE JOB SAVE MY VIEW

MY OPEN JOBS **ALL JOBS** OPEN DRAFTING COLUMNS HIDE FILTERS

Job Title	Date Created	Job Status	Total Candidates	New Candidates	Active Candidates	Hired Candidates	Actions
TEMPLATE - Area Director WX999 - Operations WX999 - Operations Houston, TX	2025-02-14	On Hold	0	0	0	0	<div>View Live Posting Upload Candidates Promote Job Create Task Edit Job Clone Job Delete Job</div>
TEMPLATE Accounts Payable Speci.. WX999 - Facilities WX999 - Facilities Houston, TX	2025-04-23	On Hold	0	0	0	0	
TEMPLATE Assistant Manager 000 WX999 - HR WX999 - HR Houston, TX	2025-05-28	On Hold	0	0	0	0	
TEMPLATE Car Wash Attendant 500 WX999 - HR WX999 - HR Cypress, TX	2025-03-21	On Hold	0	0	0	0	

Step 2: Filling out job posting details

Do not adjust or change any prefilled selections. The following tabs need to be adjusted:

- **Job Title:** Remove “Template” and add the store number to the end of the title.
- **Workflow Template:** Select- “Default Workflow 2025”
- **Location** (Country, State, City, and Postal Code)
- **Custom Fields:** (input all information except, job type. This is prefilled)
 - **Boosting**
 - #INDMANAGE- management (non-corporate: SM, GM, and MSD)
 - #INDMAIN- Maintenance
 - #INDCORP- All corporate roles (including RD and AD)
 - #INDNEW- New Store
 - #INDHOUR- Team Leaders and Shift Leaders
 - **Store Number**
 - **Number of Openings**
 - **Reason for Hire** (e.g., replacement, new store, new position, new headcount-existing store) *“New Headcount – Existing Store” should be used exclusively when an additional position has received formal approval to be added to the staffing of an existing store.*
 - **Hiring Manager, Area Director, and Regional Director Name**
- **Advanced Job Details:**(input all information except salary, this is prefilled)
 - **Department or Business Unit** (WX +STORE NUMBER), (ex.WX101)
 - **Internal Job Code** (WX+ STORE NUMBER) (ex.WX101)

Once all information is filled in, “Save as Draft”.

The screenshot displays the 'Post' tab of a job posting creation interface. At the top, there are four tabs: 'Post', 'Application', 'Workflow', and 'Team'. Below the tabs, a message reads: 'Create a compelling job post. Follow the guide below to create your job. Visit the [Support Center](#) for more best practices.'

The main section is titled '* ESSENTIALS' and contains several fields:

- Job Title ***: A text input field containing 'TEMPLATE- CAR WASH ATTENDANT- 101'. The word 'TEMPLATE-' is highlighted in yellow.
- Employment Type ***: A dropdown menu with 'Full Time' selected.
- Minimum Experience ***: A dropdown menu with 'Entry Level' selected.
- Recruiting Workflow Template ***: A dropdown menu with 'Workflow 2025' selected.
- Scorecard Template ⓘ**: A dropdown menu with 'Select a Scorecard Template...' selected.

LOCATION

Country

United States

State, Province or Territory

Texas

City or Town

Houston

Postal Code

77070

☐ This is a Remote (work from home) position.

CUSTOM FIELDS
Learn More

Boosting

No Answer

Job Type

Clean-Single Post

Store Number

101

Number of Openings

1

Reason for Hire

Replacement/backfill

Hiring Manager

Treigh Weingart

Area Director Name

Taylor Altazen

Regional Director Name

Step 3: Submitting for approval

Once the requisition is ready to be submitted, click on the “Submit for Approval” button at the top of the page. *Failure to submit for approval will automatically default the requisition into “Drafting,” and HR will not be notified to review for approval.*

TEMPLATE - Area Director > Edit Job

SUBMIT FOR APPROVAL

Post	Application	Workflow	Team	Refer	Promote
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