



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

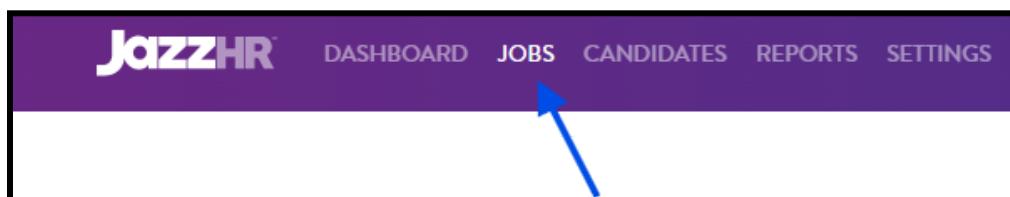
This SOP applies to all members of Leadership initiating a hiring request for any open or new position across locations supported by the organization.

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	
TEMPLATE Accounts Payable Spec...	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	

View Live Posting
Upload Candidates
Promote Job
Create Task
Edit Job
Clone Job
Delete Job

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 shows the 'Post' tab selected in the top navigation bar. The 'Job Title' field contains 'TEMPLATE- CAR WASH ATTENDANT- 101'. The 'Recruiting Workflow Template' field contains 'Workflow 2025'. Both the 'Job Title' and 'Recruiting Workflow Template' fields are highlighted with yellow boxes and circled in green.

LOCATION

Country *

State, Province or Territory

City or Town

Postal Code

This is a Remote (work from home) position.

CUSTOM FIELDS Learn More

Boosting

Job Type

Store Number

Number of Openings

Reason for Hire

Hiring Manager

Area Director Name

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