



## Launching Interview Guide In JazzHR

**Department: Human Resources**

**System: JazzHR**

**Last Updated: 09/2025**

**Prepared by: Talent Acquisition Specialist**

### **Purpose:**

To provide step-by-step instructions for adding an interview guide into JazzHR and launching the interview JazzHR to ensure consistency and accuracy across all users.

### **Scope:**

This SOP applies to all users with appropriate permissions who need to interview candidates into JazzHR.

### **Responsibilities:**

It is the responsibility of the hiring managers, and any authorized users to ensure every candidate interviewed has an interview guide documented in JazzHR.

### **Procedure:**

#### **1. Log in to JazzHR**

- Go to <https://www.jazzhr.com/>
- Enter your login credentials and click Log In

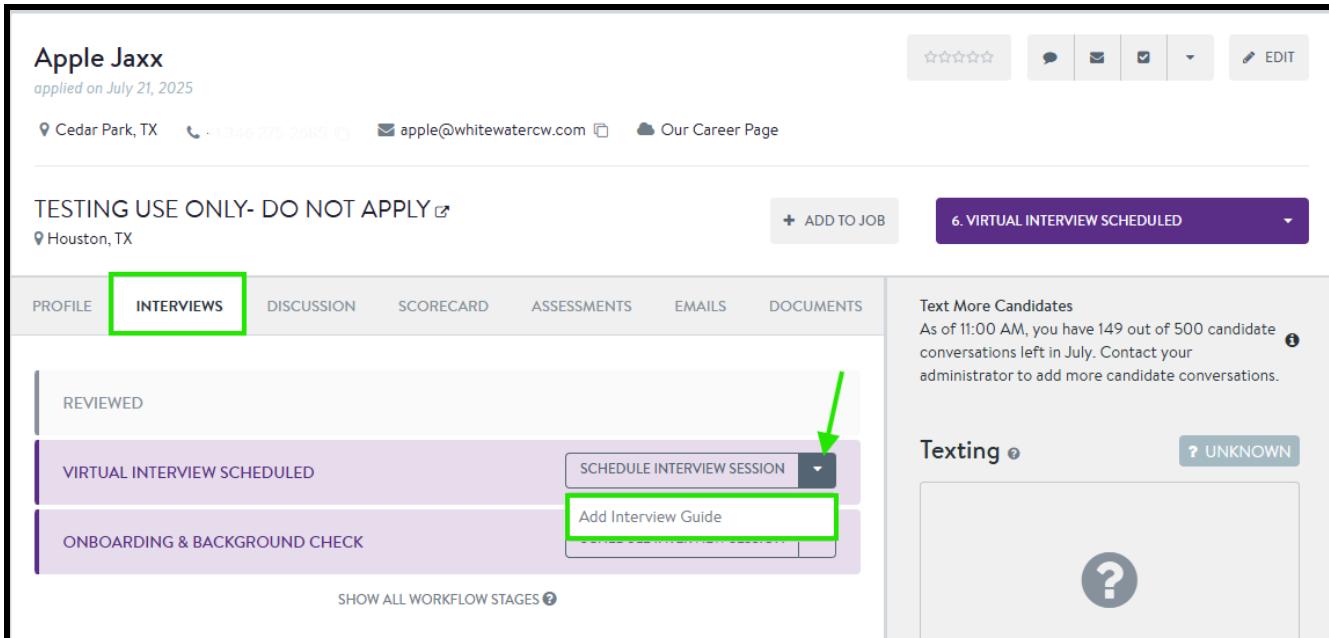
#### **2. Navigate to the Candidate Profile or Job Posting**

- Use the Search bar or browse under Candidates or Jobs
- Click on the name of the candidate or the job title to open the profile

#### **3. Open the “Documents” Tab**

- In the candidate or job profile, locate the “Interview” tab from the navigation panel

- Navigate to the workflow that says, “virtual interview scheduled or In-person interview scheduled,” and select the arrow to drop down the tab that says “Add Interview Guide,” click it.



Apple Jaxx  
applied on July 21, 2025

📍 Cedar Park, TX 📞 512-346-275-2685 📧 apple@whitewatercw.com 📄 Our Career Page

TESTING USE ONLY- DO NOT APPLY ↴  
📍 Houston, TX

+ ADD TO JOB 6. VIRTUAL INTERVIEW SCHEDULED

PROFILE INTERVIEWS DISCUSSION SCORECARD ASSESSMENTS EMAILS DOCUMENTS

REVIEWED

VIRTUAL INTERVIEW SCHEDULED

ONBOARDING & BACKGROUND CHECK

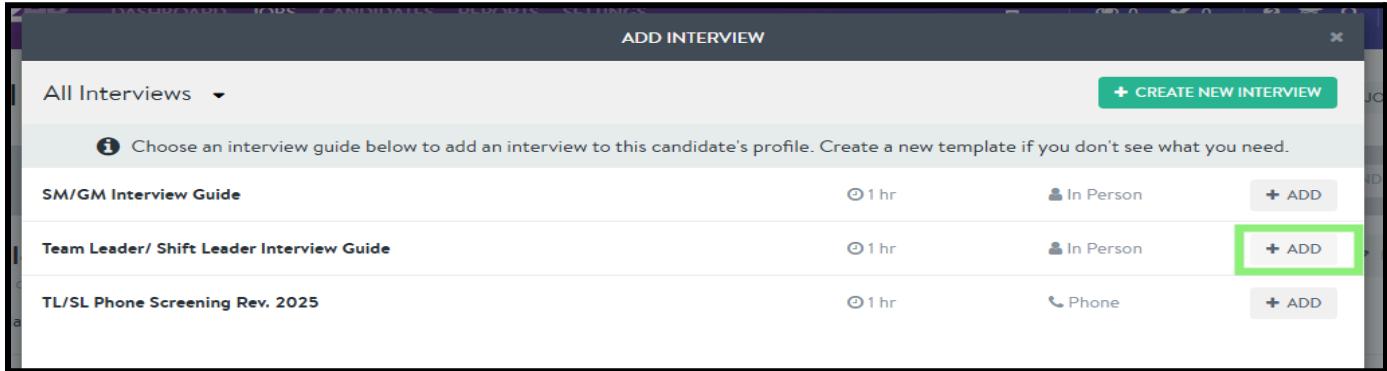
SCHEDULE INTERVIEW SESSION Add Interview Guide

Text More Candidates  
As of 11:00 AM, you have 149 out of 500 candidate conversations left in July. Contact your administrator to add more candidate conversations.

Texting UNKNOWN

SHOW ALL WORKFLOW STAGES

- Select the appropriate Interview Guide by clicking on “Add.”



ADD INTERVIEW

All Interviews + CREATE NEW INTERVIEW

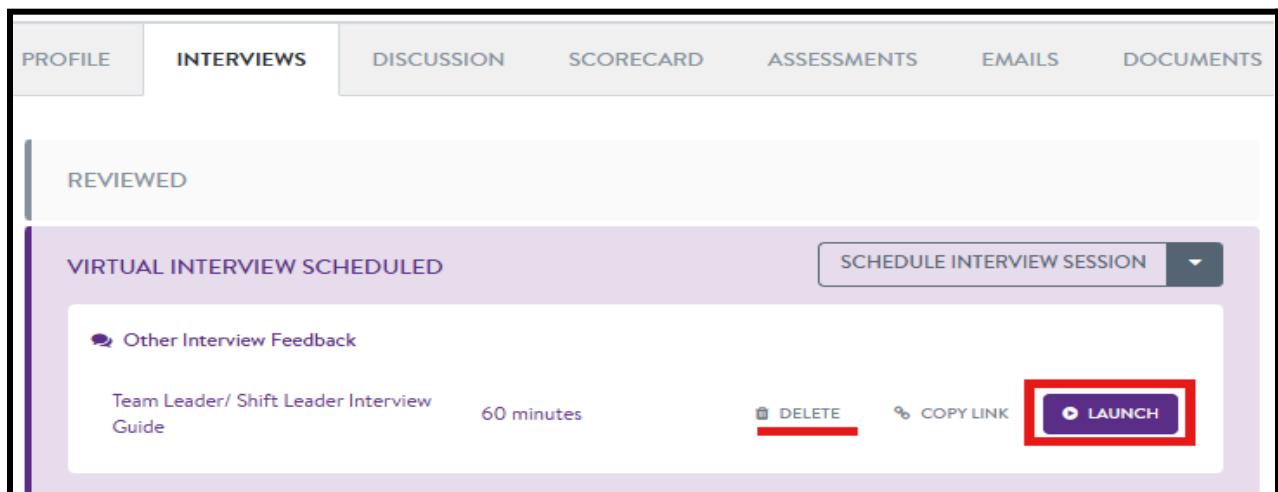
Choose an interview guide below to add an interview to this candidate's profile. Create a new template if you don't see what you need.

SM/GM Interview Guide 1 hr In Person + ADD

Team Leader/ Shift Leader Interview Guide 1 hr In Person + ADD

TL/SL Phone Screening Rev. 2025 1 hr Phone + ADD

- Once the interview is added to the candidates profile you are ready to launch the interview. You also have the option to delete or edit the interview.



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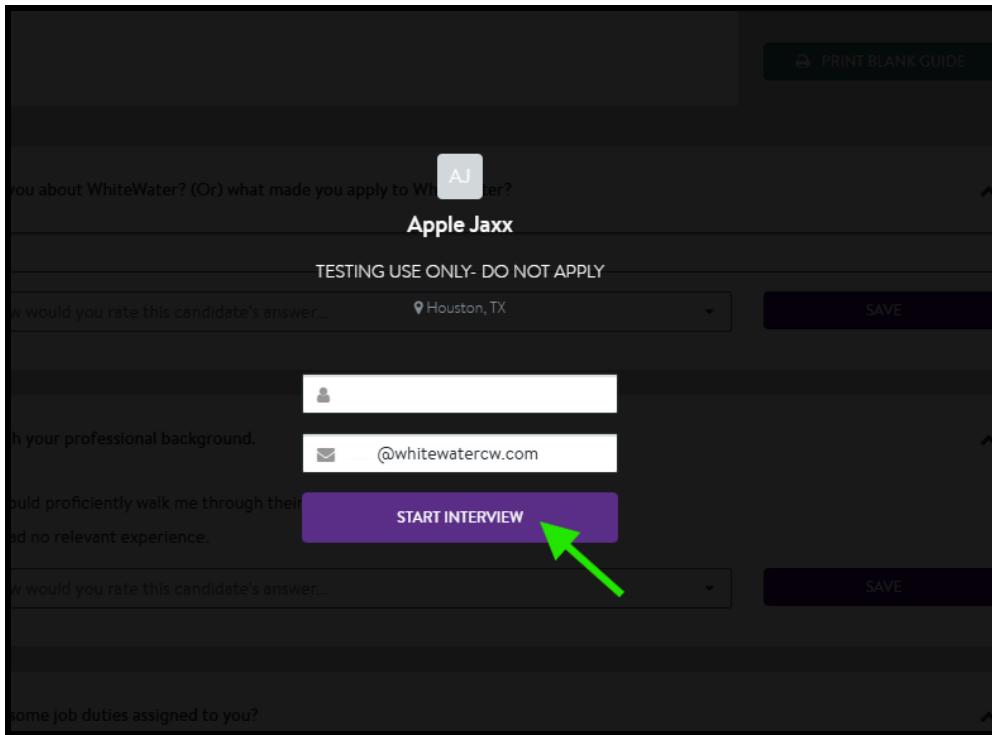
SCHEDULE INTERVIEW SESSION

Other Interview Feedback

Team Leader/ Shift Leader Interview Guide 60 minutes

DELETE COPY LINK LAUNCH

- Sign in with your JazzHR credentials. Select Start Interview



On this screen, you will find several functions designed to make interviewing easier.

- Do **not** use the “Optional Rating Scale” or “Print Blank Guide” options. If you prefer to print the guide instead of using the digital version, please select the option located under the title of the interview.

As you complete the interview, be sure to save each answer—especially after making any changes.

**COMPLETE INTERVIEW**

**Team Leader/ Shift Leader Interview Guide**

**PRINT BLANK GUIDE**

**VIEW RESUME**

**VIEW JOB DETAILS**

**Candidate Profile**

**Flip**

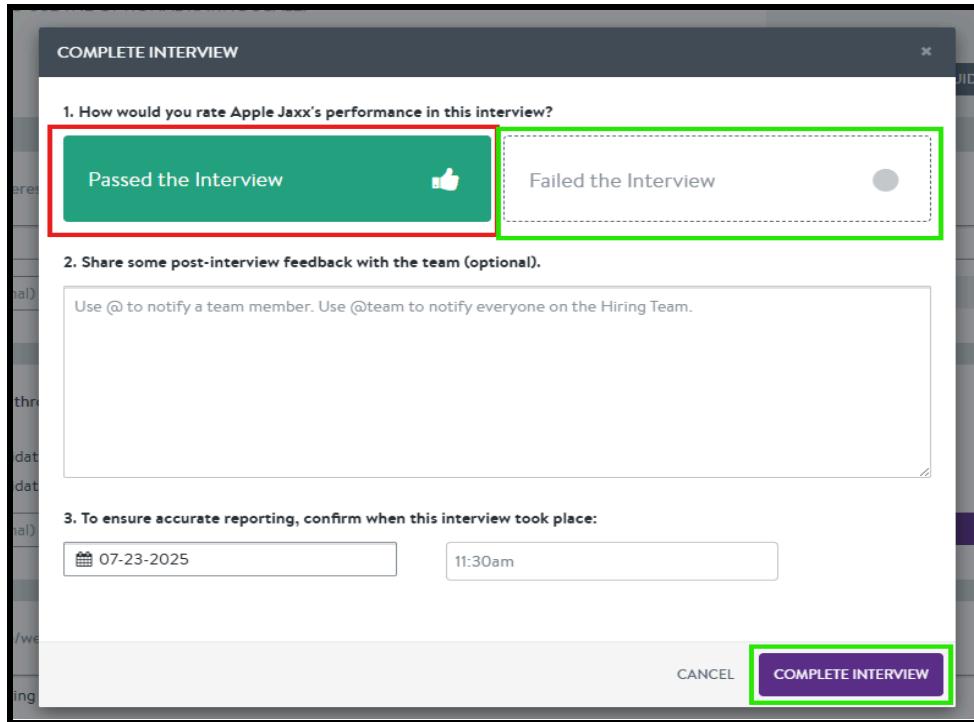
**SAVED**

**SAVE**

**What are/were some job duties assigned to you?**

Answering phones, filing/data entry, customer service, cash handling, sales

- Once you have asked and answered all the questions in the guide, select “*Complete Interview*” at the top of the page.
- The next screen will prompt you for feedback. Here, the hiring team will indicate whether the candidate passed or failed the interview by selecting the appropriate option. If you would like to share the results with someone in the organization, you can “@” that person. Finally, enter the date the candidate was interviewed and select “*Complete Interview*” to finalize.



- Once the interview is complete if needed, edits and viewing/printing can be made.

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 Passed Kayla Bell July 23, 2025

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 VIEW  EDIT

ONBOARDING & BACKGROUND CHECK

SCHEDULE INTERVIEW SESSION