



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 • 1 346 275-2685 • apple@whitewatercw.com • Our Career Page

TESTING USE ONLY- DO NOT APPLY [↗](#) + ADD TO JOB **6. VIRTUAL INTERVIEW SCHEDULED**

PROFILE **INTERVIEWS** DISCUSSION SCORECARD ASSESSMENTS EMAILS DOCUMENTS

REVIEWED

VIRTUAL INTERVIEW SCHEDULED SCHEDULE INTERVIEW SESSION ▼

ONBOARDING & BACKGROUND CHECK Add Interview Guide

SHOW ALL WORKFLOW STAGES [?](#)

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

- 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.

PROFILE **INTERVIEWS** DISCUSSION SCORECARD ASSESSMENTS EMAILS DOCUMENTS

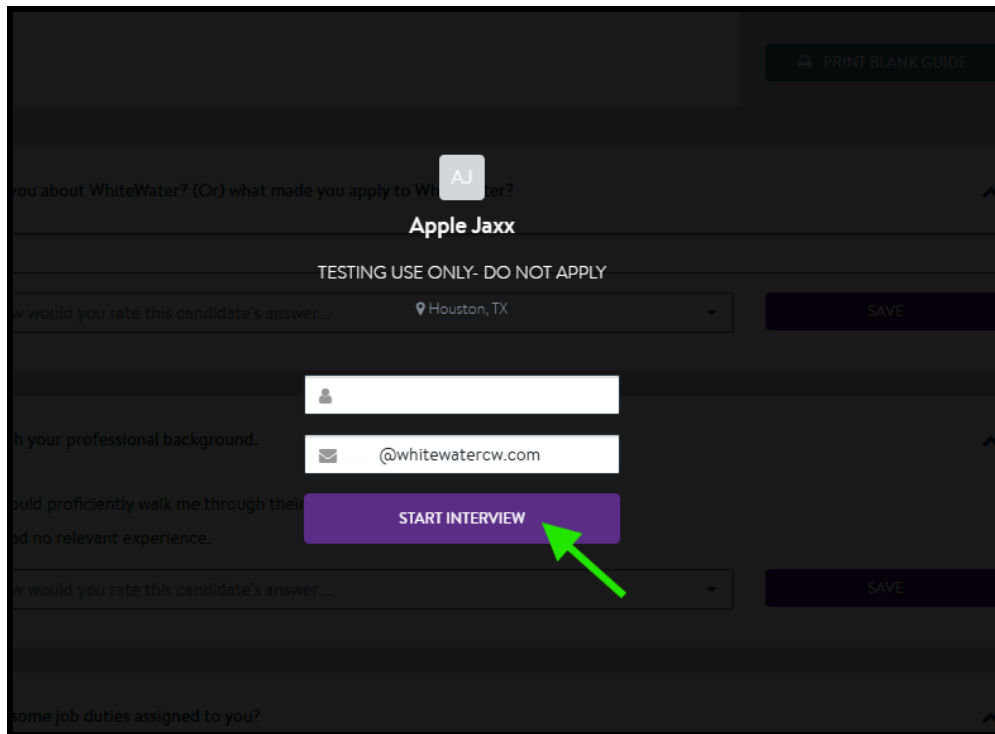
REVIEWED

VIRTUAL INTERVIEW SCHEDULED 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



The screenshot displays the JazzHR interview interface. At the top right, there is a button labeled "PRINT BLANK GUIDE". Below this, a candidate's name "Apple Jaxx" is shown next to a profile icon with the initials "AJ". A warning banner reads "TESTING USE ONLY- DO NOT APPLY". Below the banner, there is a rating section with the text "How would you rate this candidate's answer..." and a location dropdown set to "Houston, TX", followed by a "SAVE" button. The main section contains a form with a profile icon, a text input field, and an email input field containing "@whitewatercw.com". A prominent blue button labeled "START INTERVIEW" is highlighted with a green arrow. Below this, another rating section is visible with the text "How would you rate this candidate's answer..." and a "SAVE" button. At the bottom, there is a section for "Some job duties assigned to you?".

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

B
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~~S~~

≡

≡

AJ

Apple Jaxx

TESTING USE ONLY- DO NOT APPLY

Houston, TX

VIEW RESUME

VIEW JOB DETAILS

Candidate Profile

+1

apple@whitewatercw.com

Cedar Park, TX 78613

Team Leader/ Shift Leader Interview Guide

Hourly Team Leader - Printable form

DO NOT USE THE OPTIONAL RATING SCALE.

PRINT BLANK GUIDE

In Person

1 hr

What interests you about WhiteWater? (Or) what made you apply to WhiteWater?

Flip

(Optional) How would you rate this candidate's answer...

SAVED

Walk me through your professional background.

☒ Candidate could proficiently walk me through their background.

☐ Candidate had no relevant experience.

(Optional) How would you rate this candidate's answer...

SAVE

What are/were some job duties assigned to you?

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

-Candidate spoke very professionally.

- great eye contact/ not shy (good for customer service)

- 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.

COMPLETE INTERVIEW

1. How would you rate Apple Jaxx's performance in this interview?

Passed the Interview

Failed the Interview

2. Share some post-interview feedback with the team (optional).

Use @ to notify a team member. Use @team to notify everyone on the Hiring Team.

3. To ensure accurate reporting, confirm when this interview took place:

07-23-2025

11:30am

CANCEL

COMPLETE INTERVIEW

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

PROFILEINTERVIEWSDISCUSSIONSCORECARDASSESSMENTSEMAILSDOCUMENTS

REVIEWED

VIRTUAL INTERVIEW SCHEDULED

SCHEDULE INTERVIEW SESSION

Other Interview Feedback

Team Leader/ Shift Leader Interview

60 minutes

COPY LINK

LAUNCH

Passed

Kayla Bell

July 23, 2025

VIEW

EDIT

ONBOARDING & BACKGROUND CHECK

SCHEDULE INTERVIEW SESSION