WHITEWATER EXPRESS CAR WASH®

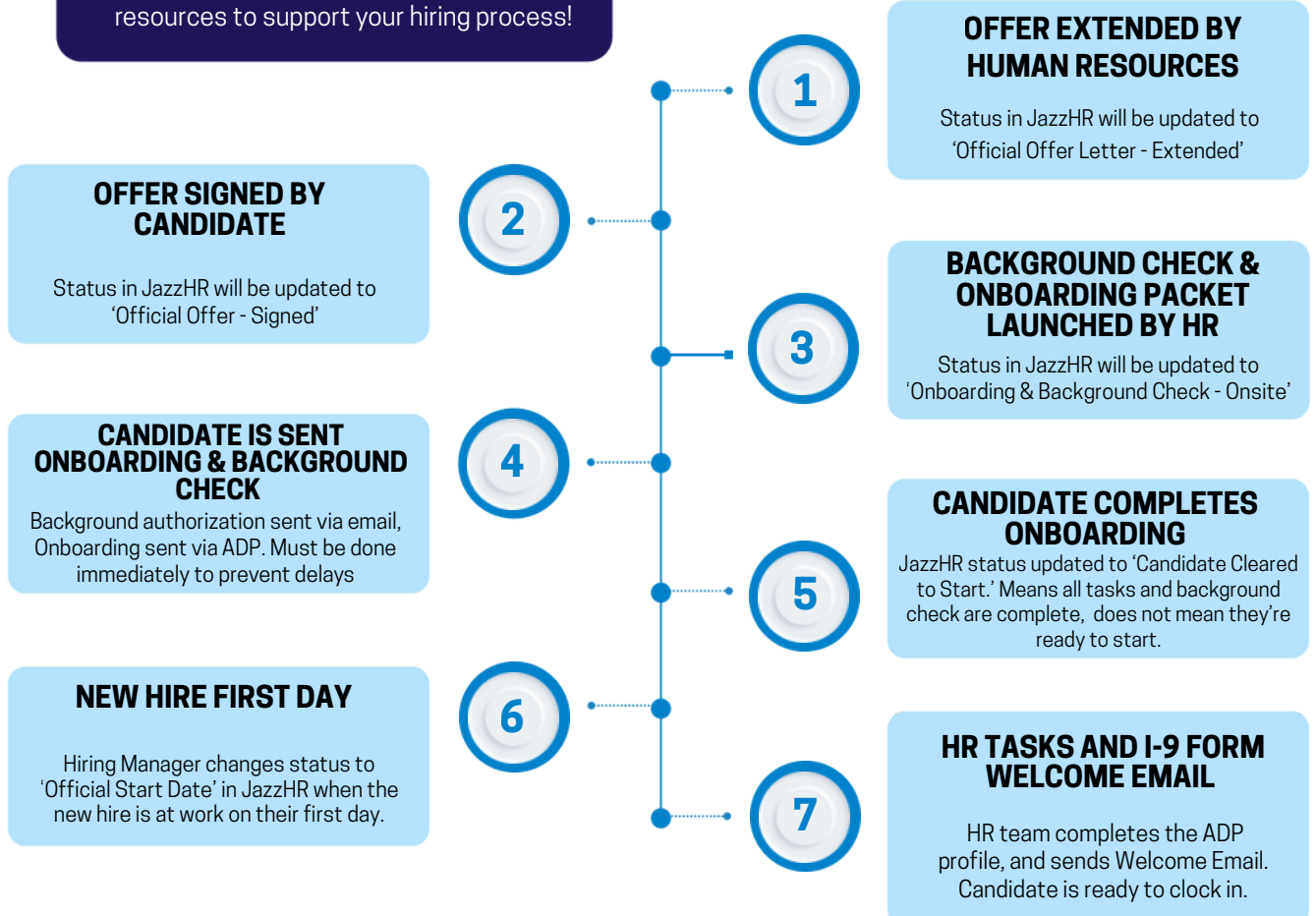# *ONBOARDING WORKFLOW*

Visit the Recruiting Page on the company intranet for step-by-step guides & resources to support your hiring process!

1
OFFER EXTENDED BY HUMAN RESOURCES
Status in JazzHR will be updated to 'Official Offer Letter - Extended'

2
OFFER SIGNED BY CANDIDATE
Status in JazzHR will be updated to 'Official Offer - Signed'

3
BACKGROUND CHECK & ONBOARDING PACKET LAUNCHED BY HR
Status in JazzHR will be updated to 'Onboarding & Background Check - Onsite'

4
CANDIDATE IS SENT ONBOARDING & BACKGROUND CHECK
Background authorization sent via email, Onboarding sent via ADP. Must be done immediately to prevent delays

5
CANDIDATE COMPLETES ONBOARDING
JazzHR status updated to 'Candidate Cleared to Start.' Means all tasks and background check are complete, does not mean they're ready to start.

6
NEW HIRE FIRST DAY
Hiring Manager changes status to 'Official Start Date' in JazzHR when the new hire is at work on their first day.

7
HR TASKS AND I-9 FORM WELCOME EMAIL
HR team completes the ADP profile, and sends Welcome Email. Candidate is ready to clock in.

*Candidates who do not complete onboarding within 2 weeks will be removed from the onboarding queue.
To check new hire status click here or log in to ADP: Navigate to **My Team > Manager New Hire Onboarding > Search for New hire**