Standard Operating Procedure:
Uploading a Document into JazzHR

Department: Human Resources
System: JazzHR
Last Updated: 09/2025
Prepared by: Talent Acquisition Specialist

Purpose:
To provide step-by-step instructions for uploading documents into JazzHR to ensure consistency and accuracy across all users.

Scope:
This SOP applies to all users with appropriate permissions who need to upload documents (e.g., resumes, offer letters, interview notes, certifications) into JazzHR.

Responsibilities:
It is the responsibility of the HR team, hiring managers, and any authorized users to ensure documents are uploaded accurately and attached to the correct candidate or job posting.

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

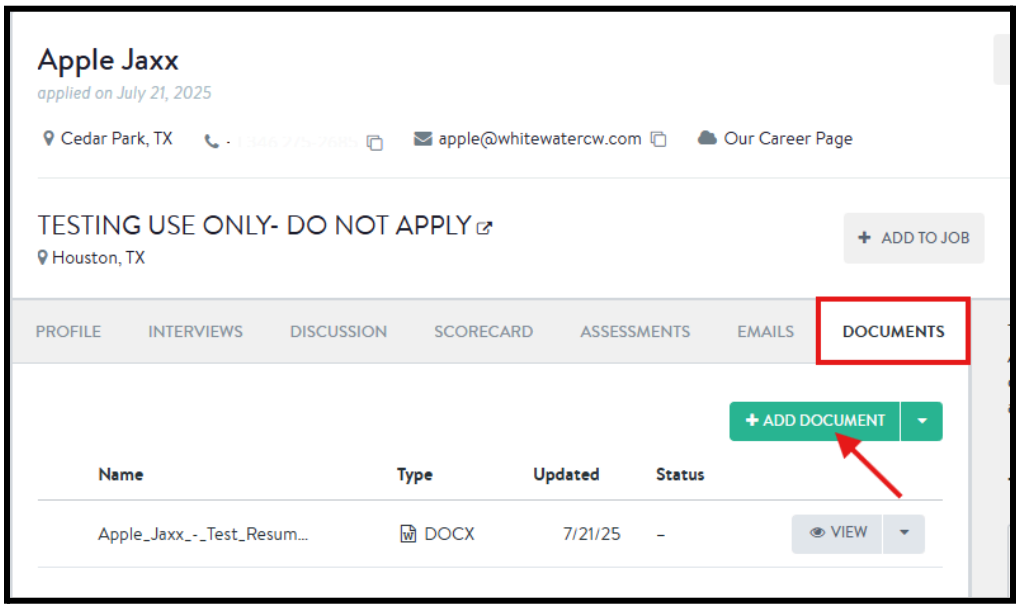
- Use the Search bar or browse under Candidates or Jobs
- Click on the name of the candidate or the job title to open the profile

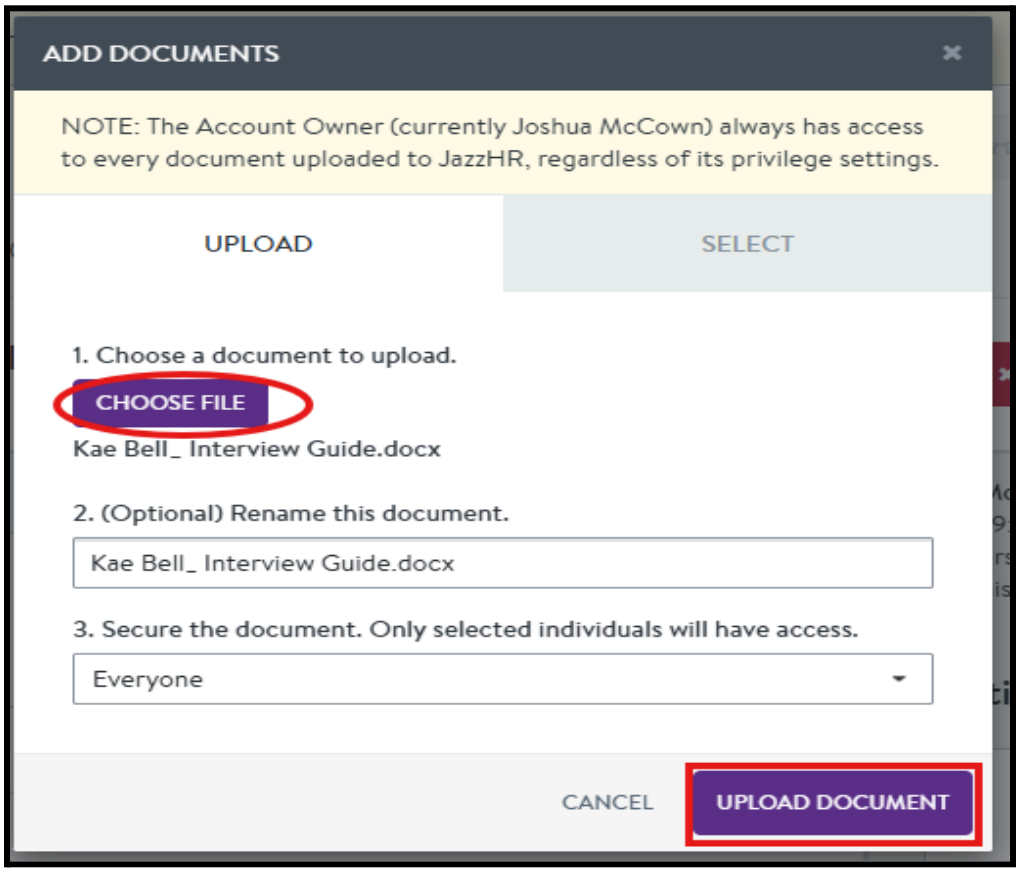
3. Open the “Documents” Tab

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

4. Upload the Document

- Click the “Upload Document” button
- Select the file from your computer or drag and drop the file into the upload area
- Enter a clear and descriptive file name (e.g., “Offer Letter – John Doe”)
- (Optional) Add notes or categorize the document if prompted





5. Save the Upload

- Ensure the correct file is selected and click “Upload” or “Save”
- Wait for the system to confirm the upload is complete

File Format Guidelines:

- Accepted formats: PDF, DOC, DOCX, JPG, PNG