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JazzHR Blackout Period & Relaunch – Important Dates & Details

1 message

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Hi Spartans,

We're excited to share that JazzHR will be relaunching with a refreshed and improved workflow system! As part of this transition, there will be a **two-week blackout period**, during which **access to JazzHR will be completely unavailable**.

PLEASE SHARE THIS INFORMATION WITH YOUR SITE LEVEL MANAGERS

Blackout Period Details:

Date: **Sept. 1 – Sept. 14**

During this time, you will not be able to access JazzHR, including job postings, candidate information, or requisition details.

What You Need to Do:

If you are currently managing any open positions in JazzHR, please **extract all necessary information** (e.g., candidate details, notes, resumes) *before the blackout begins*, as this information will not be accessible beginning September 1. All data currently stored in JazzHR will be permanently deleted and cannot be recovered once erased. (Instructions for extracting data are attached to this email)

In addition:

- Any offer letters that need to be sent via JazzHR must be issued by the end of day **Monday August 25**.
- Please reach out to all candidates who have been sent an offer and encourage them to review and sign by **Thursday, August 28** to avoid any delays in onboarding.

Important: Once JazzHR is reset, there will be no record of unsigned offer letters or candidate

information.

Recruitment During the Blackout:

To ensure continued hiring efforts:

- HR will post critical job openings directly to Indeed.
- Each region's assigned HR Generalist will send daily emails by 4 PM CST to the hiring managers, including the resumes of all candidates who apply.

Action Required from Area Directors & Regional Directors :

For critical roles requiring immediate attention, please submit a **JazzHR Job Posting Request Form** between **Monday, August 25** and **Thursday, August 28**.

These will be the requisitions the HR Team will prioritize posting. Corporate Requisitions will automatically be posted on Indeed by the HR Team.

Beginning Friday, August 29 the JazzHR Job Posting Request form will be permanently deleted, see attachments for additional information.

Training for the updated JazzHR system will be held September 9–12. Due to the significant changes to JazzHR and our recruiting processes, training is mandatory, and all system access will be suspended until completion.

We understand this change may present some temporary challenges, and we appreciate your flexibility as we work to improve our recruitment tools. Attached you will find a Quick Reference Guide with key dates and FAQ's for your reference.

If you have any questions or need additional support, please contact your HR Generalist, Carmen or Cassie.

As Spartans, we succeed through mutual respect, open communication, and unity! Your complete cooperation is essential as we take this important step forward. Thank you for giving your full support to this high-priority initiative!

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