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Recap: Leadership Call – JazzHR Relaunch & Blackout

1 message

Cassie Myers <cmyers@whitewatercw.com>   Fri, Aug 22, 2025 at 3:21 PM
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Hi Team,

Thank you for questions on this morning's leadership call. Below is a recap of the key talking points and next steps regarding the JazzHR relaunch and blackout period:

Why We're Doing This
This relaunch addresses compliance, efficiency, and years of broken workflows and bad data. It fixes:

- I-9 timing risks

- ADA compliance gaps

- False turnover data

- Outdated candidate pipelines

On September 15, we return to a cleaner, stronger, more reliable system.

Blackout Period

- **September 1–14** – No JazzHR access.

- HR Generalists will send daily resumes for open roles by 4:00 PM CST cc'ing AD's and RD's.

- Managers will continue interviewing, screening, and extending verbal offers, and will communicate with their HR generalists when a formal offer needs to be launched.

Key Deadlines

- **Monday, August 25** – Last day to send offers through JazzHR.

- **Thursday, August 28** – All candidates must sign offers launched via JazzHR. Last day to submit critical roles for Indeed posting using the New Job Request Form.

- **Friday, August 29** – Job Request Form permanently deleted.

- **Sunday, August 31** – Final day to pull any data needed from JazzHR. THIS ONLY APPLIES TO CANDIDATES YOU ARE CURRENTLY WORKING WITH NOT PAST CANDIDATES

- **Sept 9–12** – Mandatory relaunch training. *No training = no access.*

- **Monday, September 15** - JazzHR is relaunched and ready for AD's and RD's to submit their new requisitions.

Leadership Role
Your managers will follow your lead. Stay steady, solution-focused, and ensure site-level managers know the deadlines. Support new managers until they complete relaunch training.

I have attached a Leadership Cheat Sheet with all these dates and the FAQ's we discussed this morning. I am also including a link to the folder with all earlier documents related to this project. Please be sure all site level managers have the information available to them.

This is a big lift, but the payoff is worth it: cleaner data, stronger compliance, smoother hiring, and a better candidate/manager experience.

If you have questions or need support, please reach out to your HR generalist, Carmen or me anytime.

Thank you,

JazzHR Relaunch Manager Resources
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