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Reminder: JazzHR Blackout Period – Actions Required

1 message

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Thu, Aug 21, 2025 at 4:14 PM

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Hi Spartans,

As a reminder, the JazzHR blackout period runs **September 1–14**. During this time, JazzHR will be unavailable, and all existing data will be permanently deleted. Thank you for your partnership as we work through this transition, it's designed to make your hiring process smoother moving forward.

Immediate Deadlines

- **Offer Letters:** Must be sent via JazzHR by **Monday, August 25**
- **Candidate Signatures:** Candidates must sign offers in JazzHR by **Thursday, August 28**
- **Data Extraction:** Save all candidate details, notes, and resumes before **Monday, September 1** (instructions attached) **THIS ONLY APPLIES TO CANDIDATES YOU ARE CURRENTLY WORKING WITH NOT PAST CANDIDATES**
- **Job Posting Requests:** Submit critical role requests for posting to Indeed **August 25–28**. Form closes **August 29**.
- **Training:** JazzHR training **September 9–12** (*mandatory for reinstatement of access to JazzHR after blackout*)

During the Blackout (Sept 1–14)

To reduce your workload during this time:

- **Resume Support:** HR will pull resumes daily by 4 PM and send to each hiring manager, cc'ing AD and RD for visibility.
- **Interview Scheduling:** Managers remain responsible for contacting candidates to schedule interviews. Attached are the templates from JazzHR to make scheduling faster and easier.
- **Offer Requests:** To extend an offer, email your HR Generalist. HR will prepare and send the offer directly, track responses, and handle onboarding. (Additional instructions attached)

We know transitions can be disruptive, and we appreciate your patience and partnership. These changes are intended to streamline recruiting and reduce the administrative burden on site-level managers.

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

Thank you,

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Cassie Myers

VP, Human Resources

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3 attachments**Interview Request Templates.pdf**

81K

**How to extract information from JazzHR.pdf**

195K

**250813_JazzHR Relaunch – Leader Quick Guide.docx.pdf**

214K