# Sending Culture Index Assessments in JazzHR

**1. Open Candidate Profile**

Within JazzHR navigate to your job posting and click on the candidate's name to open their profile.

**2. Go to the Emails Tab**

Select the **"Emails"** tab within the candidate's profile.

**3. Create a New Email**

Click **"New Email."**

**4. Choose a Template**

In the email window, click **"Choose Template."**

Find and select **"Assessment Email."**

**5. Select the Correct Culture Index Title**

Choose the appropriate **Culture Index title** for the position.

This will automatically fill the email with the correct message and assessment link.

**6. Review and Edit (Optional)**

Check the prefilled email for accuracy.

Make any edits if needed.

**7. Choose the Sender**

Decide if the email should come from **you** or from **WhiteWater**.

**8. Send or Schedule**

To send immediately, click **"Send."**

To schedule for later, select the drop-down arrow in the "Now" box and choose your date/time.
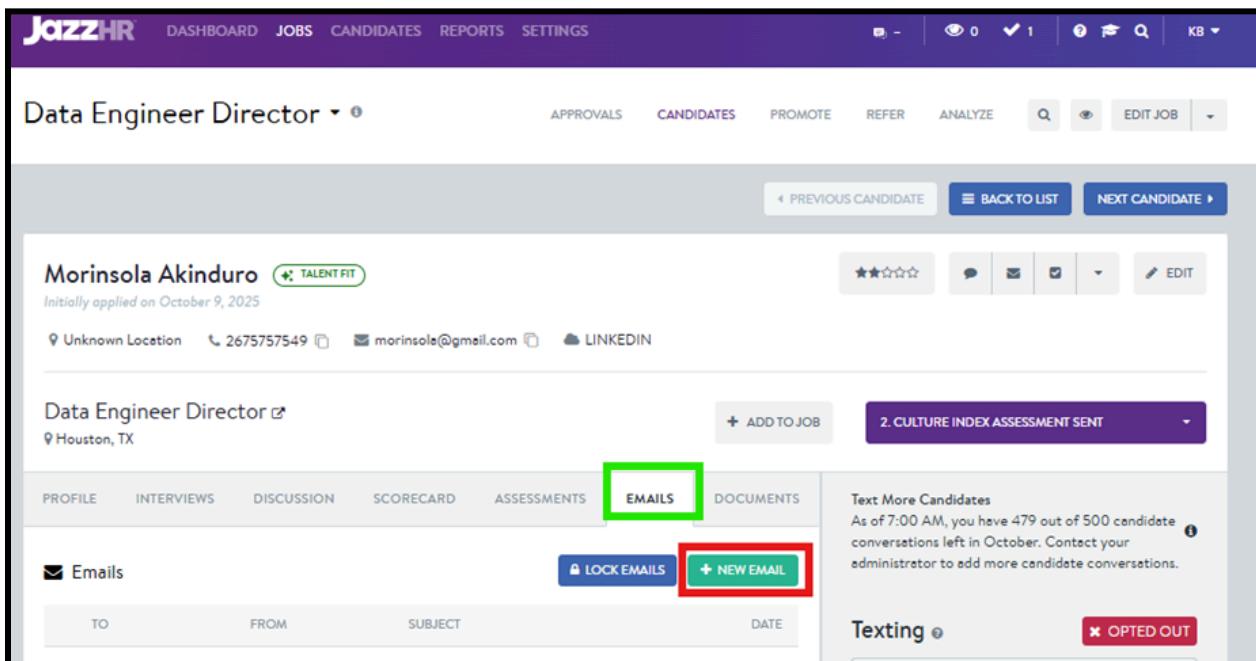
**9. Update the Workflow Status**

After sending the email, update the candidate's workflow status to **"Culture Index Assessment Sent."**
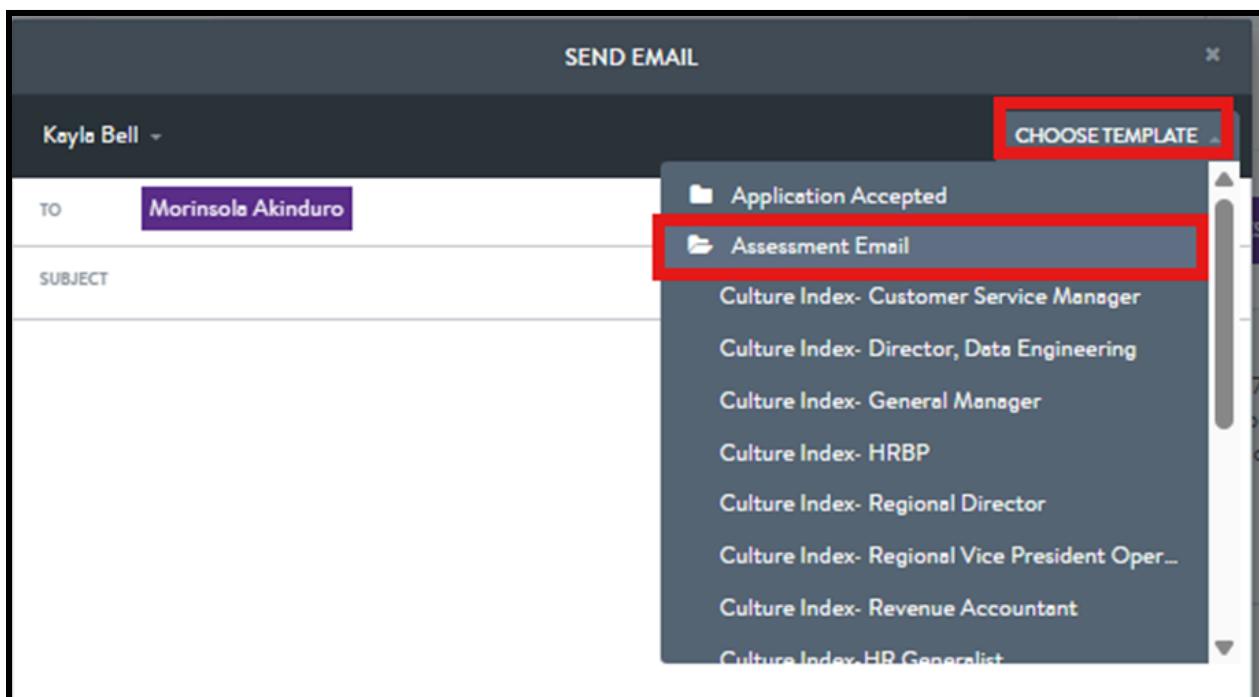
## 10. Verify Email Delivery

Go back to the **Emails** tab and click on the sent email.

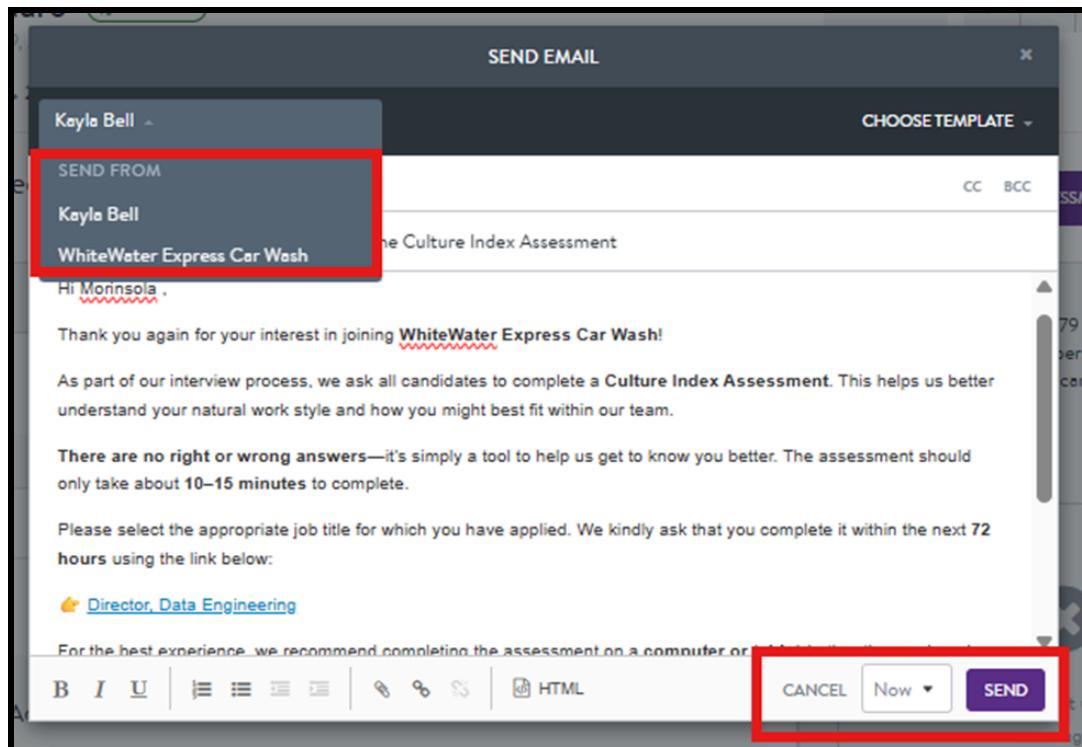You'll see the **time and date** it was sent.

Check the **email status** (e.g., *Delivered*, *Opened*) with corresponding timestamps.

## SEND EMAIL

Kayla Bell ▲

CHOOSE TEMPLATE ▾

**SEND FROM**

**Kayla Bell**

**WhiteWater Express Car Wash**

CC    BCC

the Culture Index Assessment

Hi Morinsola ,

Thank you again for your interest in joining **WhiteWater Express Car Wash!**

As part of our interview process, we ask all candidates to complete a **Culture Index Assessment**. This helps us better understand your natural work style and how you might best fit within our team.

**There are no right or wrong answers**—it's simply a tool to help us get to know you better. The assessment should only take about **10–15 minutes** to complete.

Please select the appropriate job title for which you have applied. We kindly ask that you complete it within the next **72 hours** using the link below:

👉 Director, Data Engineering

For the best experience, we recommend completing the assessment on a **computer or tablet**...

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CANCEL | Now ▾ | **SEND**

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| PROFILE | INTERVIEWS | DISCUSSION | SCORECARD | ASSESSMENTS | **EMAILS** | DOCUMENTS |

### Emails > Message Detail

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SUBJECT: Next Step: Please Complete the Culture Index Assessment
FROM: **Me**
TO: **Morinsola Akinduro**

Oct 10, 2025
1 hour ago

Hi Morinsola ,

Thank you again for your interest in joining **WhiteWater Express Car Wash**!

As part of our interview process, we ask all candidates to complete a **Culture Index Assessment**. This helps us better understand your natural work style and how you might best fit within our team.

**There are no right or wrong answers**—it's simply a tool to help us get to know you better. The assessment should only take about **10–15 minutes** to complete.

Please select the appropriate job title for which you have applied. We kindly ask that you complete it within the next **72 hours** using the link below:

👉 Director, Data Engineering

For the best experience, we recommend completing the assessment on a **computer or tablet** (rather than a phone).

If you have any questions or run into any issues, feel free to reach out. We look forward to learning more about you!

Best regards,
WhiteWater Express Car Wash

### Email Status

Delivery    morinsola@gmail.com                                    October 10, 2025 at 7:28 am