



## 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.

The screenshot shows the JazzHR interface for a candidate named Morinsola Akinduro. The top navigation bar includes DASHBOARD, JOBS, CANDIDATES, REPORTS, and SETTINGS. The candidate's profile is displayed, showing their name, talent fit status, and contact information. The 'EMAILS' tab is highlighted with a green box. Below the profile, there is a section for 'Data Engineer Director' with a job status of '2. CULTURE INDEX ASSESSMENT SENT'. A red box highlights the '+ NEW EMAIL' button in the 'Emails' section.

The screenshot shows the 'SEND EMAIL' modal in JazzHR. The 'TO' field is filled with 'Morinsola Akinduro'. The 'CHOOSE TEMPLATE' dropdown is open, showing a list of templates. The 'Assessment Email' template is highlighted with a red box. The list of templates includes: Application Accepted, Assessment Email, Culture Index- Customer Service Manager, Culture Index- Director, Data Engineering, Culture Index- General Manager, Culture Index- HRBP, Culture Index- Regional Director, Culture Index- Regional Vice President Oper..., Culture Index- Revenue Accountant, and Culture Index- HR Generalist.

SEND EMAIL

Keyla Bell

SEND FROM

Keyla Bell

WhiteWater Express Car Wash

CHOOSE TEMPLATE

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 (rather than a phone).

B I U

HTML

CANCEL

Now

SEND

PROFILE

INTERVIEWS

DISCUSSION

SCORECARD

ASSESSMENTS

EMAILS

DOCUMENTS

Emails > Message Detail

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