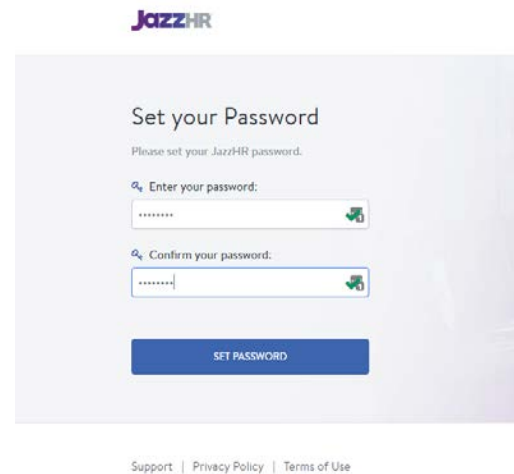
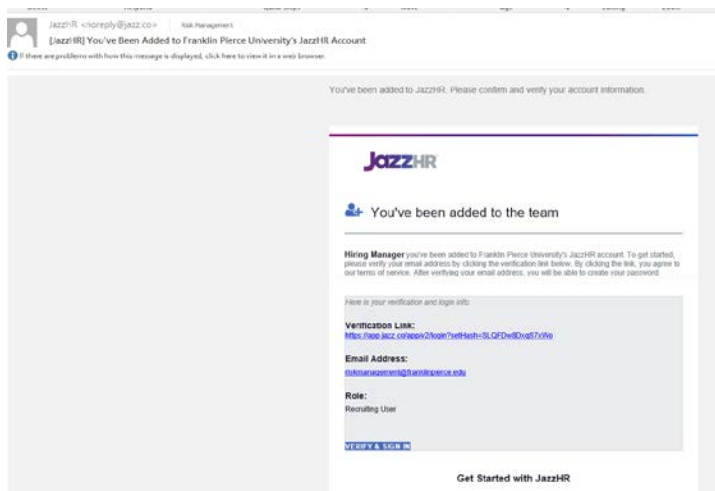


## Using Jazz HR – Recruiting Users

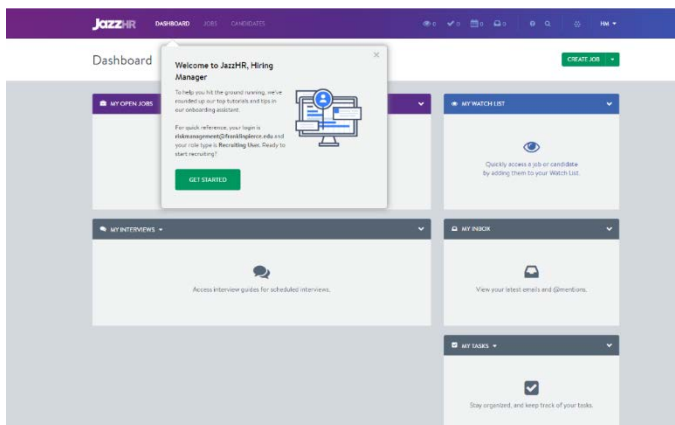
A Position Requisition must be completed and approved by Senior Staff for every position on campus. You will work with the HR Recruiting team to select a search committee and identify the next steps in the hiring process.

The first step in the process will be to post the position on the Jazz HR job board. You will be assigned as a recruiting user.

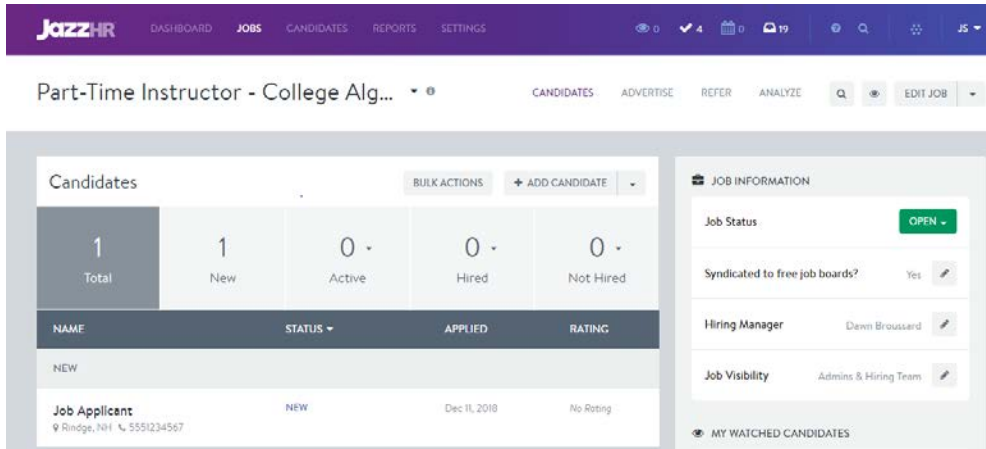
If you are using Jazz HR for the first time you will be sent an email from JazzHR with a link to verify your account.



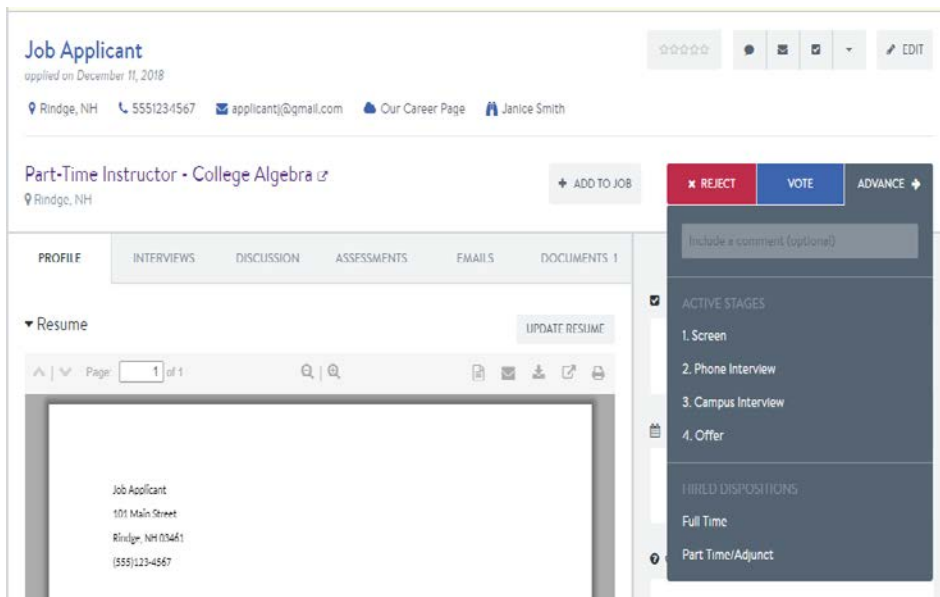
Click on the Verify & Sign In link and create your password. Password must be minimum of 8 characters. (Note: do not use this link to log in when visiting the site in the future as this is used to set up your account only. To revisit JazzHR, go to <https://app.jazz.co/app/v2/login>)



Click on Dashboard on the top menu bar and view your open jobs.



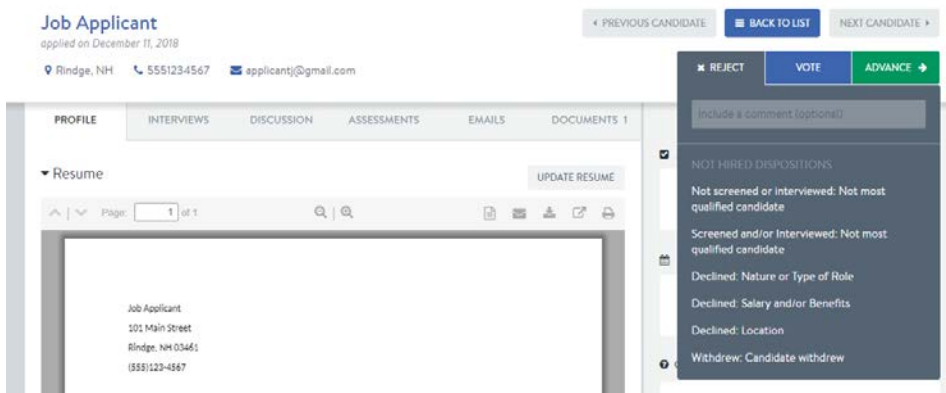
Select the job you are working with and you will see the candidates who have applied.



After reviewing candidate information you can advance a candidate by clicking on the ADVANCE button.

- Select Screen for those that you are considering.
- Select Phone Interview for those that you wish to schedule initial phone interviews.
- Select Campus Interview if the phone interview was successful and you wish to bring the candidate on campus for an interview.

Note: You can always go back and review the candidate and move them to a different category.



If the candidate is not someone that you are interested in interviewing select REJECT and select the reason that you will not be progressing with the candidate.

(Please note that if you reject a candidate, they will not receive any form of notification. Once your position is filled HR will follow up with the unsuccessful applicants.)

## Daily notifications

To sign up for a daily email alert letting you know when someone has applied to your position please follow the instructions below.

Digests are sent out overnight and summarize the previous day's new candidate(s) and interviews scheduled for the current day. This is a **USER SPECIFIC** feature and can only be enabled by the individual user in JazzHR. You cannot manage this or enable this on behalf of another user.

This is set up in your **personal profile**. To enable Daily Digests:

1. Click your initials in the top right corner of JazzHR and choose **My Profile**
2. Scroll down to the middle section that says **Preferences** and click the **pencil icon**
3. Opt-in by checking the box next to **Daily New Candidates Digest** and/or **Daily New Interviews Digest**

Please call Human Resources at (603)899-4075 if you have any questions on the Jazz HR system