

## Student Employment on Jazz HR

A Student Employment Position Requisition must be completed for every student position available to students on campus. If you would like the position posted please indicate that on the form. A new Position Requisition is required for each academic year that the position is available.

The position will be posted on the job board and you will be assigned as the hiring manager. You will be sent an email from JazzHR with a link to verify your account.

JazzHR <noreply@jazz.co> Risk Hanagement</noreply@jazz.co>	
[JazzHR] You've Been Added to Franklin Pierce Un	iversity's JazzHR Account
there are problems with how this message is displayed, click here to view	it in a web browser.
	You've been added to JazzHR. Please confirm and verify your account information.
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	VERIFY A SIGN IN
	Get Started with JazzHR

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)

Jazzhr

Please set your JazzHR password.	
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SET PASSWORD	

You'll be logged in to the system and can click on the Get Started icon and take a quick tour or

Support | Privacy Policy | Terms of Use



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

All Jobs 🔸					VIEW CAREER	PAGE Q	+ CREATE JOB
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Summer Job 1819999999  Rindge, NH Human Resources & Risk Management	Aug 01, 2018	Closed	1	1	0	0	*

Select the job you are interested in and you will see the candidates who have applied.

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If the candidate is not someone that you are interested in interviewing select REJECT and Not most qualified. (Please note that if you reject a candidate, they will <u>not</u> receive any form of notification. Once your position is filled HR will follow up with the unsuccessful applicants.)

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Once you have identified who you would like to hire please have them come to the HR department to complete the new hire paperwork and pick up a work paper for you to sign. The student must have all paperwork complete before a work paper can be given.

Please be aware that a student cannot start working before a work paper has been signed and returned to HR.

When the position has been filled please let HR know so that the position can be removed from the job board and emails can be sent to the candidates who have not been selected letting them know that the position has been filled.

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** 

## To Do List



If you have any questions on the Jazz HR process please call Human Resources at (603)899-4075.