# 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.
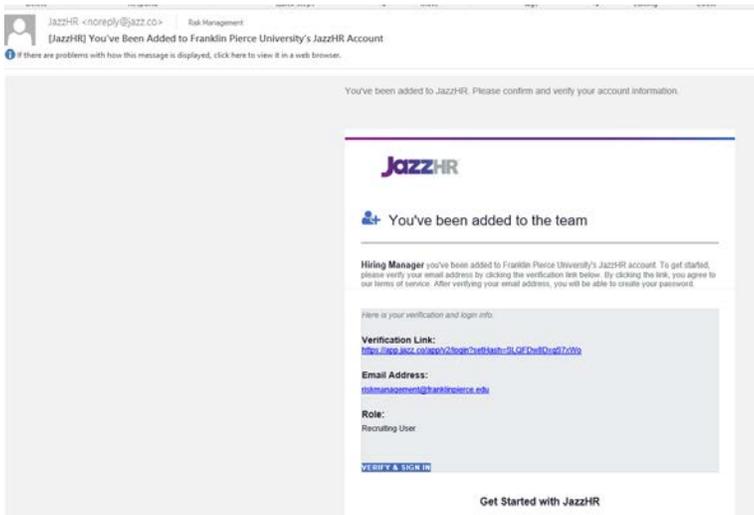

Click on the Verify & Sign In link and create your password. Password must be minimum of 8 characters. (Note: do not use this link to log in when visiting the site in the future as this is used to set up your account only. To revisit JazzHR, go to https://app.jazz.co/app/v2/login)
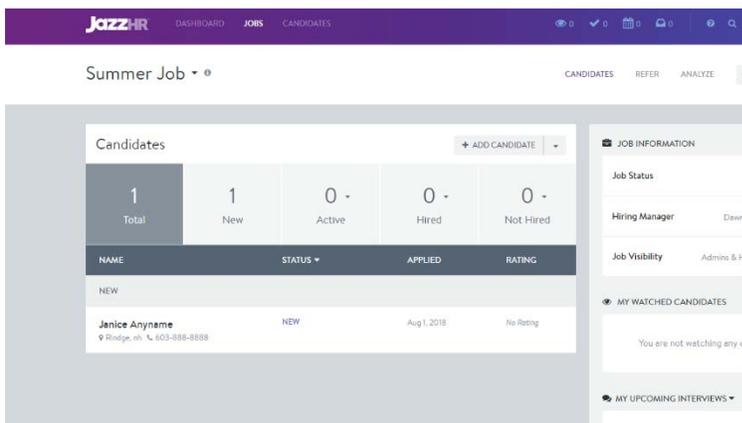

You'll be logged in to the system and can click on the Get Started icon and take a quick tour or
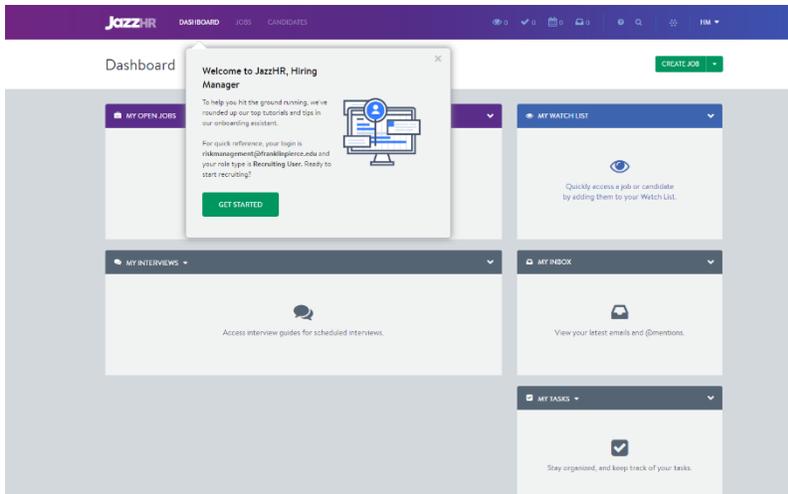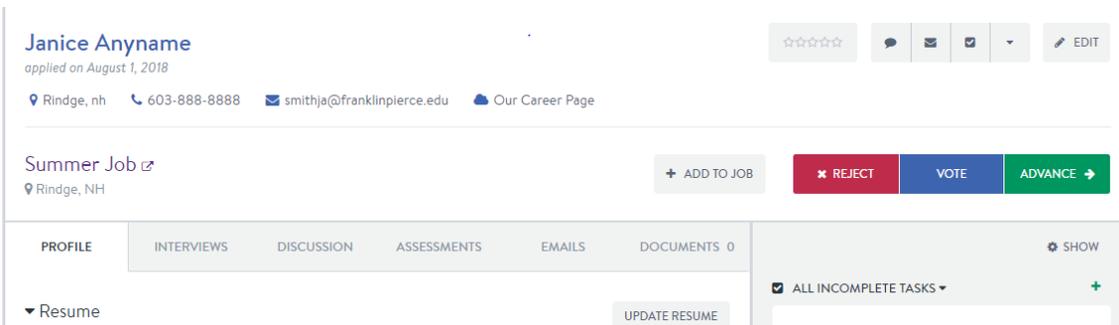
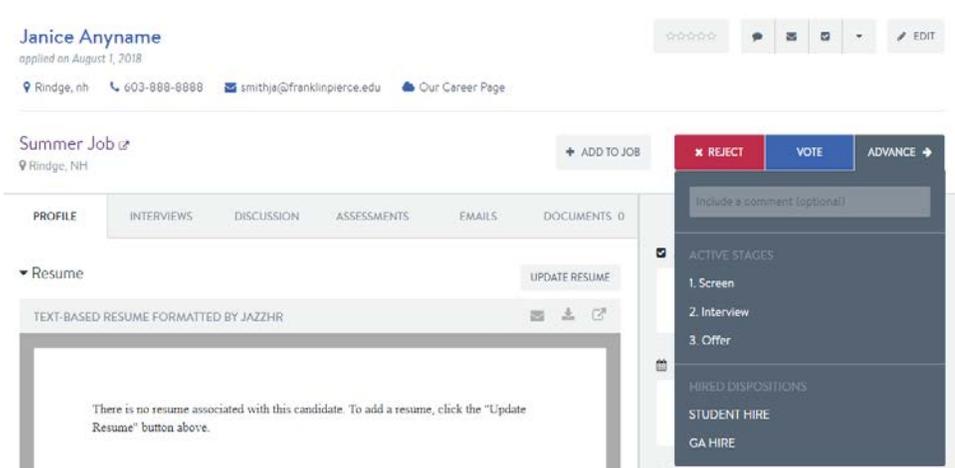Click on JOBS on the top menu bar and view your open jobs.
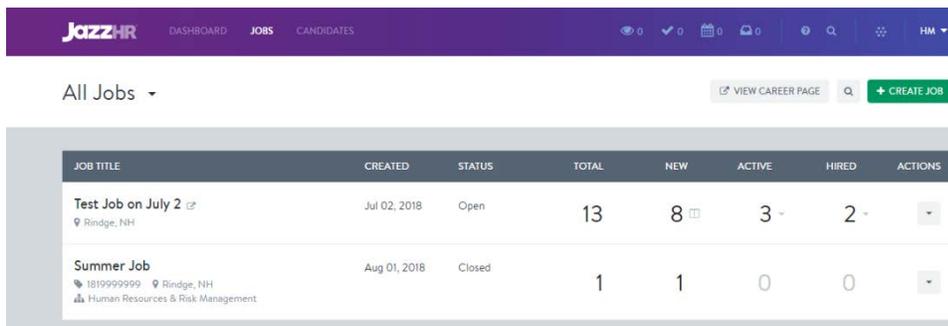
Select the job you are interested in and you will see the candidates who have applied.


To advance a candidate to either a phone screen or an in-person interview Click on the ADANCE button.

Select Screen for phone screen or Interview for in-person interview.

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 not receive any form of notification. Once your position is filled HR will follow up with the unsuccessful applicants.)
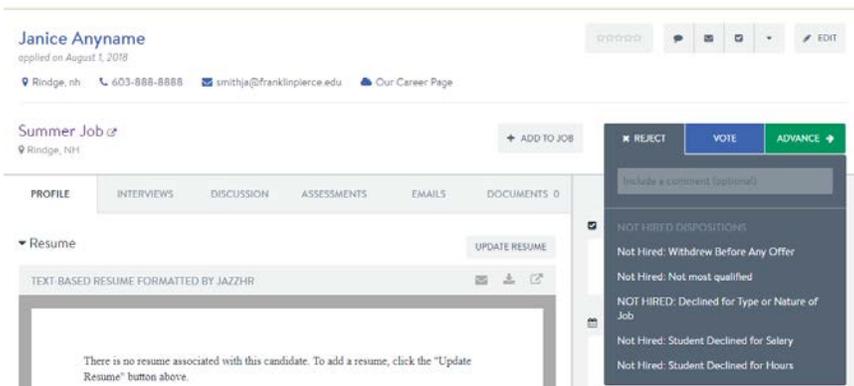
Once you have identified who you would like to hire please have them come to the HR department to complete the new hire paperwork and pick up a work paper for you to sign. The student must have all paperwork complete before a work paper can be given.

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

Check When Completed	Task
☐	Complete requisition and forward to Human Resources
☐	Review applications on JazzHR - regularly
☐	Sign up for email digest
☐	Interview students
☐	Decline applications not interested in
☐	Advance Students through interview stage to Hired status
☐	Once hiring decision is made send student to HR for work paper
☐	Sign and return work paper
☐	Notify Human Resources when all positions have been filled

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