# 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.
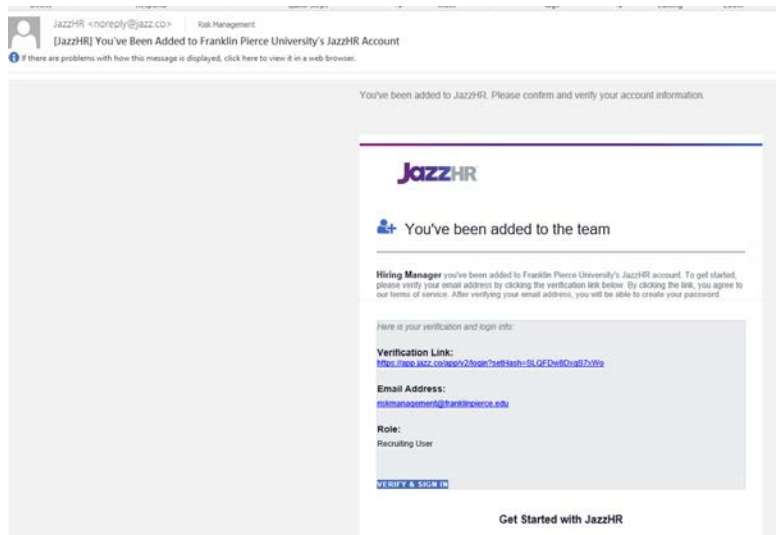
Click on the Verify & Sign In link and create your password. Password must be minimum of 8 characters. (Note: do not use this link to log in when visiting the site in the future as this is used to set up your account only. To revisit JazzHR, go to https://app.jazz.co/app/v2/login)
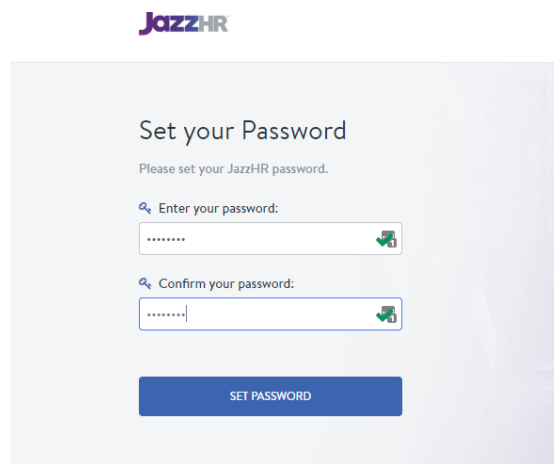
You'll be logged in to the system and can click on the Get Started icon and take a quick tour or click on JOBS on the top menu bar and view your open jobs. By clicking on the job title, you will have access to the candidates for that position.

To review the candidates, just click on the candidate name in the list.

Once in the candidate's profile, you can read their resume, any attachments that they have supplied, and read their summary information listed at the bottom of the screen. You will also see at the top of their profile, if they have attached any documents and how many. By clicking on the documents tab, you will be able to open each document separately.

When finished reviewing the candidate, you can elect to advance to the next applicant in the list, revisit the previous applicant or go back to the list and select which application to review.

Search Committees:

If you are part of a committee that is using the option to 'vote' on candidates via JazzHR, then you will be able to participate in this process by utilizing the voting buttons.

After reviewing candidate information you can reject a candidate advance a candidate by clicking on the reject button. This will provide you with a drop-down menu to select the reason you are declining this application. You can also add a comment that will only be visible to the committee that you are working with.
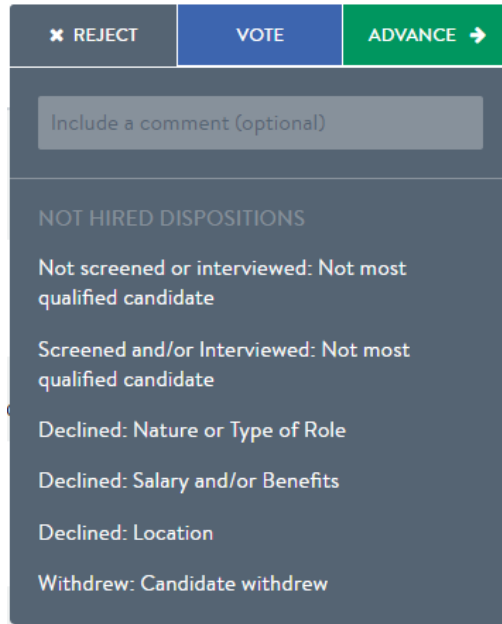
If you feel that the candidate meets the criteria, you can advance the application via the advance button.
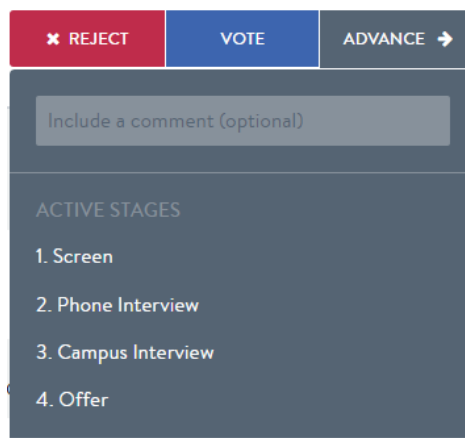
- Select Screen for those that you are considering.
- Select Phone Interview for those that you wish to schedule initial phone interviews.
- Select Campus Interview if the phone interview was successful and you wish to bring the candidate on campus for an interview.

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 <u>not</u> receive any form of notification. Once your position is filled HR will follow up with the unsuccessful applicants.)**

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