

Welcome to Summer Student Employment in Jazz HR

A Summer Student Employment Position Requisition must be completed for every student position available for students on campus.

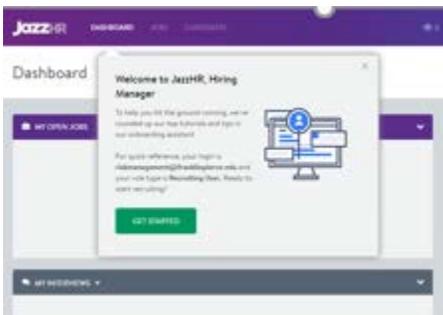
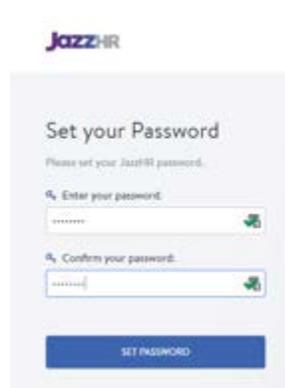
Note: **All** positions will be added to Jazz HR and **All** students will need to apply on-line.

For each summer position posted, the hiring team will consist of:

- You (as Supervisor – Hiring Manager)
- Student Conduct representatives
- Res Life representatives
- Human Resources

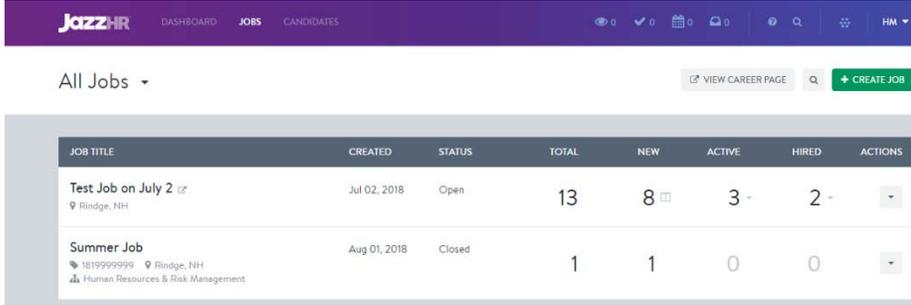
If you are not currently a recruiting user you will be sent an email from JazzHR with a link to verify your account.

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.

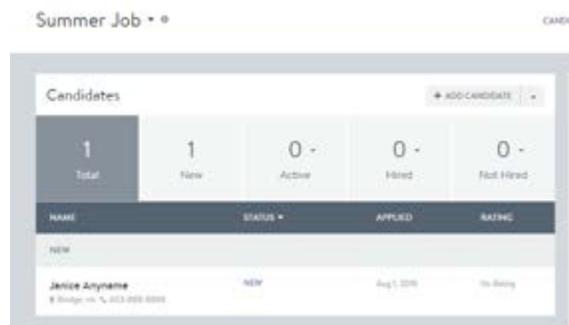
Using the JazzHR system:



The screenshot shows the JazzHR dashboard with a top navigation bar containing 'JazzHR', 'DASHBOARD', 'JOBS', and 'CANDIDATES'. Below the navigation bar, there is a 'All Jobs' dropdown and a '+ CREATE JOB' button. The main content area displays a table of job listings.

JOB TITLE	CREATED	STATUS	TOTAL	NEW	ACTIVE	HIRED	ACTIONS
Test Job on July 2 Rindge, NH	Jul 02, 2018	Open	13	8	3	2	
Summer Job 181999999 Rindge, NH Human Resources & Risk Management	Aug 01, 2018	Closed	1	1	0	0	

When you log back in, your open jobs should be listed on your Dashboard. If you don't see that, click on JOBS on the top menu bar.

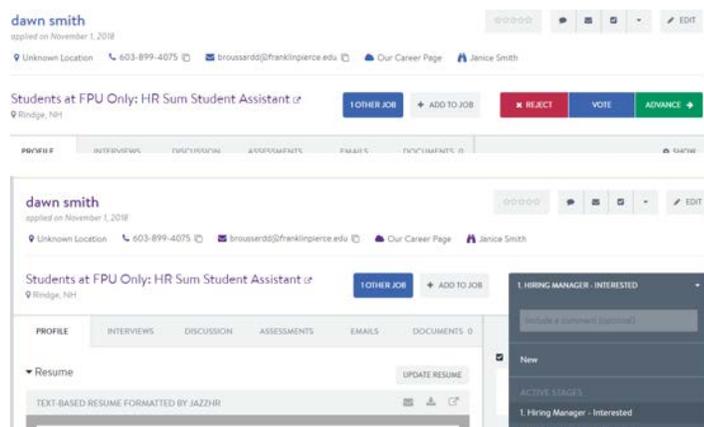


The screenshot shows the 'Candidates' page for a 'Summer Job'. It features a summary section with statistics: 1 Total, 1 New, 0 Active, 0 Hired, and 0 Not Hired. Below this is a table of candidates.

NAME	STATUS	APPLIED	RATING
NEW			
Jenice Alysma Rindge, NH 603-899-4075	NEW	Aug 1, 2018	No Rating

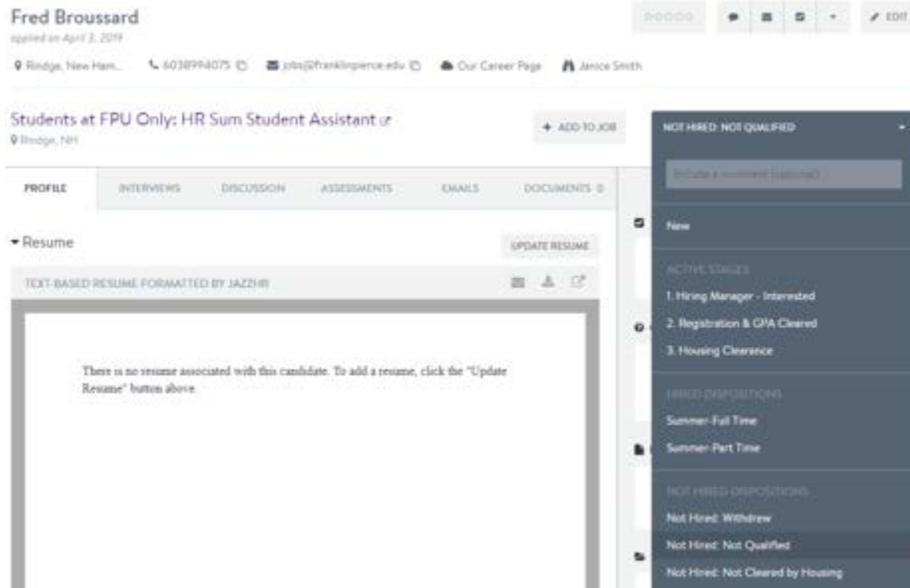
Select the position that you want to review to see the candidates who have applied. In JazzHR, you have the ability to contact the applicants directly via email, and/or schedule interviews as needed.

Hiring Manager Responsibilities



The screenshot shows the Hiring Manager interface for a candidate named Dawn Smith. It includes a profile section with contact information and a 'Students at FPU Only: HR Sum Student Assistant' job listing. The interface has buttons for 'OTHER JOB', 'ADD TO JOB', 'REJECT', 'VOTE', and 'ADVANCE'. A sidebar on the right shows the 'HIRING MANAGER - INTERESTED' status and active stages.

As the Hiring manager, review the candidate information and interview the student. If, after interview, you wish to hire the student, click "ADVANCE" and select the "Hiring Manager Interested" option.



If, after review and/or interview, you are not interested in hiring the student, click on the “REJECT” button and then select “Not Qualified” in the drop down menu.

NOTE: if you reject a candidate, they will not receive any form of notification. Once your position is filled Human Resources will follow up with the unsuccessful applicant.

Once you have moved a student application forward, Human Resources and Student Conduct will initiate the next steps. This includes assessing eligibility for the student to remain on campus for the summer, and also allocate housing through Res Life.

Human Resources Responsibilities:

Human Resources will confirm that the student is registered for classes next Fall, and provide GPA information for Student Conduct review.

If the student is not registered for next Fall classes, and there appears to be a reasonable expectation of returning, the student’s application may be advanced to Student Conduct and Res Life for a final decision.

If the student is graduating at the end of Spring but remaining on campus through August, the student’s application may be advanced to Student Conduct and Res Life for a final decision.

Student Conduct Responsibilities



After review by The Student Conduct team they will advance the student to “Housing Approved” or “Housing Not Approved” as appropriate

Supervisor Follow-Up Responsibilities



Once students have been cleared for housing, you (supervisor) can then ‘hire’ via JazzHR by advancing the application to ‘Summer-Full Time’ or ‘Summer-Part Time’.

Once a student is hired, Human Resources will reach out and provide the Summer Housing Contract and Guidelines and coordinate final hiring paperwork with them directly.

Note: No student can start working without a signed (by the supervisor) work paper.

If a student is not cleared for on-campus housing, a notification will be sent to you (supervisor). It is your responsibility to notify the student that they are unable to remain on campus and work. They can have the job if they have off-campus housing. All appeals against the housing decision must be made to the Student Conduct Office for review – not with the supervisor or Human Resources Office.

To Do List

Check When Completed	Task
<input type="checkbox"/>	Complete requisition and forward to Human Resources
<input type="checkbox"/>	Review applications on JazzHR - regularly
<input type="checkbox"/>	Interview students
<input type="checkbox"/>	Decline applications not interested in
<input type="checkbox"/>	Move students to Hiring Manager Interested when appropriate
<input type="checkbox"/>	Move students to Hired status once cleared for housing
<input type="checkbox"/>	Sign work paper
<input type="checkbox"/>	Notify Human Resources when all positions have been filled