JazzHR™

Getting Started Guide

This checklist helps you plan your JazzHR implementation and set up.

1 ☐ **Create your workflow**

Recruiting workflows tracks and organizes candidates as they move through the hiring process. They also help automate manual work like sending emails, reminders, and questionnaires.

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2 ☐ **Create your jobs**

Creating a job takes just a couple a minutes and goes out to all the free job boards so you can start getting candidates.

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3 ☐ **Add your people**

Add members of your HR or recruiting team and hiring managers who will need to review candidates or give feedback. They will get an invite with instructions on how to login sent straight to their email.

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4 ☐ **Careers page integration**

Connect and customize your careers page with JazzHR to create a seamless candidate experience from start to finish.

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Next go to **Settings > Templates** in the app to create Interview Guides, Email Templates, and other resources that will keep you organized and streamline your processes.

Need more help?

JAZZHR TRAINING PORTAL ⊕
(quick how-to videos of using the account)

HELP CENTER ⊕
(how to articles for using the account)