

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.

[LEARN MORE](#)

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)

[KNOWLEDGE BASE](#)

(how to articles for using the account)

[JAZZHR SUPPORT TEAM](#)

