

6-Step Quick Start Checklist for Sprockets



Complete these steps to start attracting better team members faster — then save this checklist for your Quick Quack managers. These six steps get your car wash hiring-ready from day one.

Access Portal: hire.sprockets.ai/jacks/login

Then click 'Continue to Jacks' and sign in using Jacks SSO.

NOTE: Use the tabs at the bottom of each demo to jump between steps anytime.

1 Login

- Accept your invite via email.
- Click the CTA in the welcome email.
- Fill in user info and set password.
- Click Complete Registration.



Login -
Sprockets

2 Set Interview Schedule

- Go to Interviews settings.
- Add the days and times you are available.
- Connect your calendar for real availability.
- Confirm your schedule is active.



Interview
Schedule

3 Activate and Review Jobs

- Go to the Jobs tab.
- Review Quick Quack job templates.
- Check job details for accuracy.
- Activate jobs to receive applicants.



Activate Jobs

4 Review Candidates

- Go to the Candidates tab.
- Select a candidate to view details.
- Move candidates through stages.
- Use Interviews to manage schedules.



Review
Candidates

5 Send & Track Offers

- Select the candidate you are ready to hire.
- Send the offer from the candidate profile.
- Track sent, viewed, and accepted status.
- Accepted offers move into onboarding.



Offer Letters

6 Track Onboarding

- Review onboarding progress.
- See what paperwork is still needed.
- Track employee and employer completion.
- 100% complete moves to Onboarded.



Onboarding