

MEMORANDUM

Date: June 9, 2017
To: On-Site Managers
From: Human Resources Department
Re: Guidelines for Hiring Employees

Listed below is the basic procedure to follow for qualified applicants.

- (A) E-mail these items to Barbara: bthomas@franklinasset.net
1. 074A Application (All 3 pages)
 2. 004E Release of Information for Employment
 3. Copy of Driver's License
 4. Copy of Social Security Card

(B) I will then run the appropriate screening. This procedure may take 24 hours.

(C) After I receive the requested information, I will make a determination as to whether the prospective employee is acceptable to hire. I will then notify you by sending an Employment Criminal History Screening Determination AND by sending your RPM an Employment Determination Form.

(D) If the person is unacceptable for hiring, I will notify the person that applied for the job by mail. If they are accepted and the RPM has completed the "Employment Determination", THEN you may begin the process for all other required paperwork.

(E) A full list of all Required Paperwork is attached and must be completed before employment is started. New Employees sign on ALL policies.

(F) Contact me at Ext 126: I will go over your employment package by phone and advise you at that time. No one is to begin employment before this final approval.

****NO POTENTIAL EMPLOYEE IS PERMITTED TO START BEFORE YOU RECEIVE FINAL APPROVAL FROM THE HUMAN RESOURCES DEPT****

LIST OF HIRING FORMS

Form #	Title	Revision Date
074A	Application for Employment	08/12
004E	Authorization to Release Information for Employment	09/04
074B	Employment Eligibility Verification (I-9) Revised until...	2019
074C	W-4-Employee's Withholding Allowance Certificate	2017
074D	Direct Deposit Instructions	01/05
074E	Drug-Free Policy	08/12
074E-1	Drug-Free Workplace Policy Acknowledgment	08/12
074G	Rental Manager Job Description	01/13
074H	Maintenance Personnel Job Description	01/13
074I	Fair Housing Policy	01/05
074J	What is Sexual Harassment?	09/10
074K	Safety Rules	01/17
074L	Preparation of Vacant Units Guide	01/13
074LA	Preparation of Vacant Unit Guide Acknowledgment	08/12
074M	Regional Property Manager Job Description	01/13
Copies	Driver's License, Social Security Card, Auto Insurance Card	

New employees are to read and sign ALL hiring forms. Always remember to keep your forms up-to-date so that hiring will not be delayed. ORIGINAL paperwork is to be used and ALL ORIGINALS are to be sent to Barbara after completion.

If you have chosen to hire a person that we have checked out, you are required to email me three important documents BEFORE the person starts working.

Email me these forms:

- 074B I-9 (please send both sides)
- 074C W-4
- 074D Direct Deposit with banking information

After I receive these I will assign an employee number and then the employee is good to start working.

If you have any questions, please contact me.