



## Sandstone Housing

6200 Seagull NE, Suite B

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Phone: 505-821-0193

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### Property Manager Hiring Procedure

The purpose of this policy is to establish guidelines for the employment process and to assure that the recruitment and selection processes are consistent in order to identify the best qualified employees for Sandstone Housing.

#### Definitions:

#### Policy:

Sandstone Housing is an equal opportunity employer and seeks to employ individuals based upon their qualifications, experience, and ability to perform the position responsibilities. All applicants can expect a fair and completed evaluation of their application. Sandstone Housing adheres to the Navajo Preference in Employment Act. Preference shall be given to Navajo people with regards to, but not limited to, recruiting, hiring, promoting, and contracting.

#### Procedures:

- The Property Manager shall notify the Human Resources Manager of vacancies and may, within the provisions of this policy, recommend promoting a qualified employee within the department or post the position on the job vacancy list on the website.
  - If the job shall be posted on the website, the Human Resources Manager will notify the Communications Specialist.
- Property Manager has employment applicant fill out the Sandstone Housing application, the employee information form of the hire packet, and obtains the applicants resume, if available.
- Property Manager has applicant sign the release forms for background screening.
- Property Manager conducts interview and decides if the candidate will be a good fit for the property.
- Once a hiring decision is made, Property Manager sends the application forms, request for background screening, and signed releases to the Human Resource Manager.
- When the screening results are available the Human Resource Manager will make a decision to either, approve or deny the applicant.

- If denied, the Property Manager will send a letter thanking the applicant for their time and application.
- When the decision is made to hire the applicant, the Property Manager will have the applicant fill out the remaining forms in the application packet, i.e. the W-4, the I-9, a copy of identification (examples listed on back of I-9) and the direct deposit agreement, and send them to the Human Resource Manager. (If working in Arizona, an AZ withholding form needs to be filled out also).
- The Human Resources Manager will draft a hire letter for the new employee. The Human Resources Manager will then send the letter to the Property Manager to give to the new employee.
- The Human Resource Manager will mail the Sandstone Housing Policy and Procedure Manual to the property with the new employee.
  - Property Manager will read the Manual to the new employee.
  - Once the manager has completely reviewed the Policy and Procedure Manual with the new employee, the new employee must sign off the acknowledgment page, and the Property Manager will send it to the Human Resource Manager.