**CAPITAL ONE CHECK LIST**

**When discussing Capital One Alert candidate of the following:**

* They will need to provide **full** legal name; month and day of DOB; copy of H1B (if applicable) in order to be submitted.
* Explain the interview process: technical screen with recruiter (preferably via Skype) then phone and/ or Skype with Capital One. In person if local.
* NDA: Make them aware an NDA must be signed BEFORE we accept offer in system, they can accept verbally or whatever, but we need that NDA immediately.
* All contractors must pass a Criminal Background Check with fingerprints. Their laptop will NOT be built until the Background Check has cleared.
* 2 year contractor rule, then need to leave for 90 days and can come back. Capital One often extends in 6-12 month increments. It is important that a contractor STAY for the entire assignment—they often move contractors to different teams if current team is ending contract (assuming they’re doing a good job).
* Furloughs: All contractors will be on a furlough the week of Thanksgiving and the two weeks surrounding Christmas and New Years. Please make them aware they cannot work during the Furlough unless we receive an exception via email from Flexforce.
* If 3rd party or 1099, will they agreed to the insurance flow-downs. Please see ROE for 3rd party firms that are on Capital One/Flexforce Do Not Use list.

**In order to submit the following is needed:**

Name: (must be full legal name-this is important) : Hari Gaddam

E-mail: [harireddy8805@gmail.com](mailto:harireddy8805@gmail.com)

Ph: (512)657-2201

Current Location: St. Louis, MO

DOB: (month and day only in MMDD format): 05/18/

Pay Rate (if a 3rd party candidate it must be the rate the candidate is receiving – not the rate we are paying the vendor.):

Work Status: : GC-EAD

Vendor Name if applicable: Srimatrix Inc

Availability: 1 week

RTR: Must be sent to the Flexforce email address cc Scott Keller. See separate email for RTR format.

Summary:

Reformatted Resume **(no letterhead/No candidate name in Capital letters)**

Has candidate worked at Capital One or a Capital One Company prior?

If a candidate has previous experience at Capital One or a Capital One company, you are required to send their name, address (and potentially other requested information) to [hrhelpdesk@hrservice.capitalone.com](mailto:hrhelpdesk@hrservice.capitalone.com) prior to submitting them as a candidate. Include full name and EID or last four digits of SSN. If they are eligible then their previous manager and project details must be included on the submittal.