### Information to Manage When Managing Staff in a US Apartment Building

Managing staff is a crucial aspect of operating an apartment building. Here is the detailed information that needs to be managed in each stage:

#### 1. Recruitment:

* **Job description:** Clearly define the duties, responsibilities, required skills, and experience for each position.
* **Education and certification requirements:** Mandatory or preferred certificates and degrees for each position (e.g., first aid, security, maintenance certifications).
* **Salary and benefits:** Ensure competitive salaries and attractive benefits to attract candidates.
* **Recruitment process:** Establish a clear recruitment process, including posting job openings, interviewing, background checks, and making final decisions.
* **Candidate list:** Store information of all candidates, including resumes, interview results.

#### 2. Performance evaluation:

* **Evaluation criteria:** Establish clear performance evaluation criteria linked to job and company objectives.
* **Evaluation forms:** Use standard performance evaluation forms to objectively evaluate employees.
* **Evaluation schedule:** Establish a regular evaluation schedule (e.g., every 6 months, 1 year).
* **Evaluation results:** Store evaluation results to track employee progress and use as a basis for salary increases, promotions, or training.

#### 3. Resolving employee disputes:

* **Dispute resolution process:** Establish a clear process for resolving issues that arise between employees or between employees and management.
* **Dispute files:** Maintain complete records of disputes, including meetings, decisions, and actions taken.
* **Resolution results:** Record the outcomes of disputes to learn from for future cases.

#### Other information to manage:

* **Employee files:** Including personal information, work history, emergency contact information.
* **Time off:** Track each employee's time off schedule.
* **Training:** Training history and courses attended by employees.
* **Employee feedback:** Collect and analyze employee feedback on the work environment, management, and other issues.