

Re: Welcome to The Service Companies!!

Jared Sablan <Jared.Sablan@theservicecompanies.com>

Fri 7/15/2022 3:00 PM

To: Chistopher Steen <mr.steen9800900@gmail.com>

Cc: HS San Francisco <hssf@theservicecompanies.com>; Jaime Barnhart <Jaime.Barnhart@theservicecompanies.com>

Hi Christopher,

I've been calling and texting but it's not going through. Are you able to complete section 2 of the onboarding? I can't schedule you without that completed. Let me know asap, thanks!

Jared Sablan

Director of Client and Strategic Operations, Hospitality Staffing
Division

M: 415.786.0591

O: 415.802.2543

E: jared.sablan@theservicecompanies.com

theservicecompanies.com

From: Chistopher Steen <mr.steen9800900@gmail.com>

Sent: Thursday, July 14, 2022 5:19 PM

To: Jared Sablan <Jared.Sablan@theservicecompanies.com>

Subject: Re: Welcome to The Service Companies!!

VALIDATE: 1) sender email suffix logical?; 2) language spelling/context appropriate? consider clicking/opening if; immediately following a meeting/discussion. Research further if; 1) sent out of the blue even from a trusted person; 2) suspicious link content. **SUSPICIOUS:** create new message to sender, do not reply, and seek validation if suspicious. Trusted sender? add them to our trusted list, <https://tsc.fyi/TrustedSender>

Two forms of identification are attached

On Wed, Jul 13, 2022, 9:53 AM Jared Sablan <Jared.Sablan@theservicecompanies.com> wrote:

Hi Christopher,

Congratulations on your offer with The Service Companies! Thank you for agreeing to complete your paperwork digitally! Below are the steps for your hiring process. It consists of a 5-step process: Application, I-9 Completion, I-9 Documents, Online Onboarding, and Online Orientation. We understand since we are not there with you in person through this process that you may have some questions along the way so, please feel free to reach out at any point during the process. Your hiring team is available to assist Monday through Friday from 8 am - 5 pm local time.

Step 1) [APPLICATION](#)

We will need an application to complete your profile. Please click the Application Link below. Once you are there you will navigate to the bottom left of the page and click "Apply". You will then be prompted to create a new account. Once registered you will be able to apply for the Food Service Staffing – Multiple Positions, which is the application needed for our division in our company. [APPLICATION Link](#)

Step 2) [I-9](#)

You will fill out your I-9, which verifies employment in the US, through HireRight. Please utilize I-9 Kiosk “link below” to create an account and fill out a profile through HireRight. There will be multiple pages, but you'll know when you're done because there will be a "Thank you!" message on your screen stating you have completed the employee section on your I-9. [I-9 Link](#)

Step 3) IDENTIFICATIONS

Please reply to this email with a copy of your IDs to be used for completing your I-9 form and E-Verify. If you are unsure what is acceptable, you may use the link below to determine what IDs you need to provide to show your identity and authorization to work. Once you have your IDs selected you will need to send scanned or photos directly back to this email. For questions, please reach out to your hiring recruiter. [ACCEPTABLE IDs LIST](#)

Step 4) ONBOARDING

This next step eliminates the stack of paper you used to fill out when getting a new job, creating your employee file electronically! Once you click the link below you will then click the button on the left labeled “Begin New Employee Onboarding Process”. Do not hit ENTER, please use your mouse to click the button as well as all “Save & Next” buttons along the way. As you move forward with this step you will be turning the red boxes green after completion of each screen, if you still see a red box, you have missed something along the way and need to go back to that section by clicking the red box and completing the required information. I have also attached the Onboarding Instructions pdf to help you achieve this step. Please see attached. [ONBOARDING Link](#)

Step 5) ORIENTATION

It's time for Orientation. This will allow you to learn about your new company and what we are all about. Please click the orientation link below, there will be short quizzes throughout so please pay attention. [NEW HIRE ORIENTATION Link](#)

Upon completing all steps, once HR “flips the switch” making you an official employee, you will receive an Offer Letter notating the minimum wage to your local area. This is your training rate and “base rate”, but you will always know the pay rate of the shifts you work prior to working as they will likely always be different than your base rate.

And you are done! You are officially part of our team! Once completed please reach out to your hiring recruiter to speak about your New Hire Packet and the steps on how to set up your direct deposit.

Thank you,

Jared Sablan

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