

Re: The Service Companies - 5 - Step Hiring Process for Stripe Seattle

Musab Aldrras <Musab.Aldrras@theservicecompanies.com>

Thu 4/13/2023 12:19 PM

To: Amber Dillon <Amber.Dillon@theservicecompanies.com>

[@Amber Dillon](#)

Musab Aldrras

Operations Manager, Hospitality Services

The Service Companies

O: 253.352.2498 **M:** 786.535.9397

E: Musab.aldrras@theservicecompanies.com

From: Musab Aldrras <Musab.Aldrras@theservicecompanies.com>

Sent: Thursday, March 9, 2023 11:18 AM

To: Helen Waters <hmwaters@alaska.edu>

Subject: Re: The Service Companies - 5 - Step Hiring Process for Stripe Seattle

Hello Helen,

Just wanted to check in with you regarding today's shift.

How long did you work for and also did you have any feedback?

Musab Aldrras

Operations Manager, Hospitality Services

The Service Companies

2900 Monarch Lakes Boulevard - Suite 202 | Miramar, FL 33027

O: 253.352.2498 **M:** 786.535.9397

E: Musab.aldrras@theservicecompanies.com

From: Helen Waters <hmwaters@alaska.edu>

Sent: Wednesday, March 8, 2023 3:03 PM

To: Musab Aldrras <Musab.Aldrras@theservicecompanies.com>

Subject: Re: The Service Companies - 5 - Step Hiring Process for Stripe Seattle

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>

No problem

On Wed, Mar 8, 2023 at 2:36 PM Musab Aldrras <Musab.Aldrras@theservicecompanies.com> wrote:
Hello Helen,

Would you be able to come in at 6am?

Musab Aldrras

Operations Manager, Hospitality Services

The Service Companies
2900 Monarch Lakes Boulevard - Suite 202 | Miramar, FL 33027

O: 253.352.2498 **M:** 786.535.9397
E: Musab.Aldrras@theservicecompanies.com

From: Helen Waters <hmwaters@alaska.edu>
Sent: Wednesday, March 8, 2023 2:11 PM
To: Musab Aldrras <Musab.Aldrras@theservicecompanies.com>
Subject: Re: The Service Companies - 5 - Step Hiring Process for Stripe Seattle

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>

Hi Musab, I can come in tomorrow if that still works.

On Wed, Mar 8, 2023 at 2:00 PM Musab Aldrras <Musab.Aldrras@theservicecompanies.com> wrote:
Hello Helen,

Please ignore the orientation email you received from me! that is just me paying 1 hour of minimum wage for step 5 the orientation video. What day would you like to come in for the "stage" working interview

Musab Aldrras

Operations Manager, Hospitality Services

The Service Companies
2900 Monarch Lakes Boulevard - Suite 202 | Miramar, FL 33027

O: 253.352.2498 **M:** 786.535.9397
E: Musab.Aldrras@theservicecompanies.com

From: Helen Waters <hmwaters@alaska.edu>
Sent: Wednesday, March 8, 2023 1:47 PM

To: Musab Aldrras <Musab.Aldrras@theservicecompanies.com>

Subject: Re: The Service Companies - 5 - Step Hiring Process for Stripe Seattle

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>

WA WASHINGTON

IDENTIFICATION CARD
FEDERAL LIMITS APPLY

20 0081122611315

4d LIC# WDL37185553B

1 WATERS

2 HELEN MADISON

3 DOB 05/02/2001

4a ISS 08/11/2022

8 1340 15TH AVE S UNIT A7
SEATTLE WA 98144-3558

15 SEX F
16 HGT 5'-04"

18 EYES BRO
17 WGT 130 lb

4b EXP 05/02/2028

5 DD WDL37185553B0081122611315

REV 11/12/2019

↑ Shift



On Wed, Mar 8, 2023 at 12:32 PM Musab Aldrras <Musab.Aldrras@theservicecompanies.com>
wrote:
| Hello Helen,

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, Online Onboarding, I-9 Completion, I-9 Documents, 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 9am – 5pm local time.

***All steps must be completed within 3 business days of receipt of these steps. Failure to complete these steps will result in the rescinding of your offer of employment.**

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) 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 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 required information. I have also attached Onboarding Instructions pdf to help you complete this step. Please see attached. [ONBOARDING Link](#)

Step 3) 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 and will state you have completed the employee section on your I-9. [I-9 Link](#)

Step 4) 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 ID's 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 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**](#)

Please note upon completion of 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 steps on how to set up your direct deposit.

Thank you,

Musab Aldrras

Operations Manager, Hospitality Services

The Service Companies

2900 Monarch Lakes Boulevard - Suite 202 | Miramar, FL 33027

O: 253.352.2498 **M:** 786.535.9397

E: Musab.aldras@theservicecompanies.com