



Candidate Screening Letter and Hiring Procedure

Prepared for Eagle Suites internal hiring use

15/04/2026

Part A, Draft Letter to Potential Employee

Reusable hiring template

Dear Applicant,

Thank you for your interest in employment with Eagle Suites.

As part of our hiring process, we conduct standard pre-employment screening for positions that involve access to guests, rooms, keys, company property, maintenance work, safety-sensitive responsibilities, or other operational duties. This screening process is intended to verify identity, confirm prior work history, and review criminal-history information that may be relevant to the position.

If you wish to continue in the hiring process, please complete the company's authorization and disclosure forms and provide any requested supporting information, including prior employment details and references. Any screening will be handled confidentially and in accordance with applicable law.

Please understand that no final hiring decision will be made until the required screening steps are completed and reviewed.

If you have any questions about the process or need assistance completing the required forms, please let us know.

Sincerely,

Hiring Team
Eagle Suites

Recommended use: Send this letter together with the company's background-screening disclosure, authorization form, and any state-specific notices required by counsel or the screening vendor.

Part B, Procedure for Hiring Manual

Title: Pre-Employment Screening and Verification Procedure

Purpose: To establish a consistent, lawful process for verifying candidate identity, work history, and criminal-history information before final hire decisions are made for roles at Eagle Suites.

Scope: Applies to candidates for roles involving guest access, unit access, keys, maintenance, management, security, cash handling, company property, or other operational responsibilities identified by leadership as requiring screening.

1. Policy Standard

- Eagle Suites will use a structured pre-employment screening process rather than informal internet searches or ad hoc personal research.
- Identity, work-history, and criminal-history checks must be completed through lawful, documented channels.
- Criminal-history information may be considered only to the extent permitted by applicable law and only when job-related and consistent with business necessity.

2. When Screening Is Required

- Screening should occur after the initial conversation if the candidate is identified as a serious finalist or likely hire, depending on role and applicable law.
- At minimum, screening is required for maintenance, management, security, front-desk, key-control, and any role with regular access to guest rooms, vacant units, staff areas, or company vehicles.

3. Required Candidate Authorization

1. Provide the candidate with the company's disclosure and authorization forms.
2. Obtain written authorization before ordering any background report or third-party screening.
3. Maintain the signed authorization in a restricted hiring file.

4. Identity Verification Procedure

1. Confirm the candidate's full legal name, current address, date of birth, and government-issued identification as permitted by law.
2. Submit required information to the approved screening vendor or verification provider.
3. Document whether identity was verified, whether aliases were returned, and whether additional clarification is required.

5. Work-History Verification Procedure

1. Obtain prior-employer information from the candidate, including employer name, role, and dates of employment.
2. Verify work history through the screening vendor, direct employer confirmation, reference checks, or a combination of these methods.
3. Flag material discrepancies, including false job titles, fabricated employers, or materially misstated employment dates.
4. Review gaps in dates of employment history and require clarification where appropriate.

6. Criminal-History Screening Procedure

1. Order criminal-history screening only after written authorization is obtained.
2. Use an approved screening vendor that supports FCRA-compliant and state-compliant reporting.
3. Do not rely on informal website searches or unverified public-record summaries as the company's hiring decision basis.
4. Review only convictions, pending cases, or legally reportable records that are relevant to the role and permissible to consider.

7. Evaluation Standard

- No automatic disqualification rule should be applied unless required by law or insurer restrictions.
- Leadership should evaluate the nature of the conduct, the age of the matter, the relation to the job, evidence of rehabilitation, and the level of property, guest, or safety exposure in the role.
- Decisions should be documented in writing and tied to business risk, trust, safety, access, or operational control.

8. Pre-Adverse and Adverse Action

1. If a third-party background report may lead to non-hire, issue any required pre-adverse action notice with a copy of the report and summary of rights.
2. Allow the candidate a reasonable opportunity to dispute or explain the information.
3. If the company decides not to proceed, issue the required adverse action notice consistent with applicable law and vendor guidance.

9. Confidentiality and Recordkeeping

- Background reports, identity documents, and screening notes must be stored separately from general personnel files when appropriate.

- Access should be limited to owners, designated hiring decision-makers, HR support, and legal counsel as needed.
- Screening information should be retained and destroyed according to company retention rules and applicable law.

10. Recommended Internal Rule for Eagle Suites

- Use the same screening workflow for every candidate in the same job category.
- Do not let informal reputation, rumor, or one-off internet findings override the formal screening process.
- For maintenance, housekeeping, security, and access-sensitive roles, require identity verification, work-history verification, and criminal-history screening before final approval to hire.

Implementation note: This procedure should be reviewed by counsel or the selected screening vendor for Oklahoma, Arkansas, Louisiana, and any other state where Eagle Suites hires, so state-specific notices and timing rules are correctly built into the final manual.

This document is an internal operating draft for hiring process design and should be finalized with legal or HR review before formal adoption.