

From: KESTER, STEPHEN <kesters@email.sc.edu>

To: Tres214tres214@aol.com

Kester, Tonykester@aging.sc.gov

Date: 12/2/2014 1:02:08 PM

Subject: Fw: Honeywell Next Steps - Stephen Kester

Attachments: The Work Number.pdf

GLOBAL\_LAW-#296220-v1-2014\_New\_hire\_chart\_with\_rehire\_rules\_inserted v2.doc

20141201083612\_38\_539346854.pdf

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Sent using OWA for iPhone

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From: Crainshaw, Greg <Greg.Crainshaw@Honeywell.com>

Sent: Monday, December 1, 2014 10:37:14 AM

To: KESTER, STEPHEN

Cc: Wilcosky, Billy

Subject: Honeywell Next Steps - Stephen Kester

Hi Stephen,

Congratulations on your offer from Honeywell!

Now that you have made the career decision to join us, there are a number of pertinent items that need to be taken care of before your start date. This email contains a detailed checklist of the critical actions that are required by you. **We will be unable to confirm a start date until all of these actions have been successfully completed.** I will contact you as soon as I receive the results of your background and drug screen to finalize your first day of employment.

I have also attached the Benefits Overview for your reference. Please note that benefits for union employees are covered in their collective bargaining agreements.

#### Background Investigation

|    | Action   | Complete? |
|----|--|-----------|
| 1. | You will receive a link from Hireright, our background investigation company.  |           |
| 2. | You need to log into this and approve for us to run a background investigation. It is critical this is completed as soon as possible, as the background is usually the most time-consuming portion of the prescreen process. |           |
| 3. | It is <b>extremely important</b> that you promptly respond to any requests from Hireright with regards to your background investigation. Any delay with this process could result in delays to your start.                   |           |

#### Drug Screen

|    | Action   | Complete? |
|----|--|-----------|
| 1. | Attached, you will find a drug screen form. This form provides details for the closest Quest facility to you. Print this form and bring with you to your drug screening. <b>The drug screen must be completed by the expiration date listed on the form.</b> |           |
| 2. | If there are any unexpected circumstances that could compromise your ability to take the test, please call me immediately. <b>Not taking the drug test by the expiration date may result in a withdrawal of our offer.</b>                                   |           |

Onboarding Portal/New Hire Paperwork

|    | Action   | Complete? |
|----|--|-----------|
| 1. | <p>You will receive an email from <a href="mailto:do_not_reply@Honeywell.com">do_not_reply@Honeywell.com</a>. Check your junk mail for this. The subject line will read "Welcome to Honeywell's New Hire Onboarding Portal".</p> <ul style="list-style-type: none"> <li>• Read through all the directions carefully and make sure you follow them as you are completing the portal. You will need to be able to print documents as you complete this.</li> <li>• <b>This portal should be completed within 48 hours of receipt because it triggers logistical information that is required for creating your Honeywell profile.</b></li> </ul> |           |
| 2. | <p>If you are a former or current Honeywell employee or contractor, you must choose the correction option for "Please describe your employment relationship with Honeywell" and enter in your current or former EID. <b>Your current/former EID is:</b> <a href="#">[EID]</a></p>  |           |
| 3. | <p>Print all of the documents that are required before you submit the portal.<br/>These are listed under #11.<br/><b>Once you submit, you will be unable to access the portal again.</b></p>   |           |
| 4. | <p>Fax or email the below documents to me:<br/><a href="#">Greg Crainshaw</a><br/><a href="mailto:Greg.Crainshaw@Honeywell.com">Greg.Crainshaw@Honeywell.com</a><br/>1-954-308-0569</p>  |           |
|    | Employee Agreement Relating to Trade Secrets –Send me all 7 pages. If Schedule A & B do not pertain to you, please indicate this by writing N/A in those portions.   |           |
|    | Military Status Information Form – If Applicable   |           |
|    | Individuals with Disabilities Form – If Applicable   |           |
|    | Reasonable Accommodations Request Form – If Applicable   |           |
| 5. | <p>Complete steps 1-5 of the I-9 verification. This is outlined in the new hire paperwork that was downloaded from the portal. The remaining steps of the I-9 process will be completed within 72 hours of your start date.</p>  |           |

If your offer includes relocation, this will be initiated once all of the above steps have been completed and the results have come back successful. Within 48 hours of initiation of the relocation, a representative from Brookfield Global Relocation Services will reach out to you to walk you through those steps.

If you have any additional questions, please let me know. Otherwise, congratulations, and I will be in touch with you throughout the process as needed.

Regards,

Greg Crainshaw  
Recruiting Coordinator  
Randstad SourceRight  
Honeywell's Staffing Partner

925 North Point Parkway, Suite 100  
Alpharetta, GA 30005  
T 678.629.3793  
F 954.308.0569  
[greg.crainshaw@honeywell.com](mailto:greg.crainshaw@honeywell.com)