



## FAQs: Hiring & Onboarding During COVID-19

In response to COVID-19, we have adapted our hiring processes to best safeguard our employees, candidates, and new hires. Provided below are FAQs to help outline the changes to our recruiting, hiring, and onboarding processes we have made during this time. If you have any additional questions, please contact us at [careers\\_mailbox@fanniemae.com](mailto:careers_mailbox@fanniemae.com).

### Interviewing Virtually with Fannie Mae

#### Is Fannie Mae still hiring?

Yes, Fannie Mae continues to hire for all open roles. You can search and apply for opportunities on our [career site](#).

#### How are you interviewing candidates currently?

We have temporally shifted all interviews from in-person to virtual. Our recruiters will contact you for an initial phone screen and from there, set up video interviews with respective hiring managers. We use WebEx primarily to allow our hiring managers and candidates to have as close to an in-person experience as possible and offer other options such as Microsoft Teams or FaceTime to accommodate your needs. The number of interviews will vary depending on the role for which you are interviewing.

#### Do you offer individuals with disabilities reasonable accommodations for the virtual interviewing process?

If you are an applicant with a disability and require an accommodation with respect to the applying, interviewing or any other aspects of the hiring process you should contact us by [email](#). All information will be kept confidential and will only be used to assist with your request for a reasonable accommodation.

### Receiving an Offer

#### What can I expect if I receive an offer from Fannie Mae?

If you receive an offer, you will have the opportunity to review and accept the offer online, which is contingent upon a background check. Once you accept the offer, our recruiting team will help set up a remote start date and get you acquainted with our internal tools and resources to help onboard you remotely.

#### Do you have any pre-employment screening processes in place?

Yes, we are continuing to conduct background and employment verification checks for our new hires. We are working with third-party vendors to move forward with pre-employment screening and understand the impact that COVID-19 may have on this process. We are working with individuals on a case-by-case basis.



### **How are you handling important new hire documents?**

Prior to onboarding, we do require you to complete the I-9 form, an important employment authorization document. In advance of your start date, you will receive information from your recruiter on necessary steps to complete the form, which requires verification from a second party. Please be prepared to have another individual, such as a neighbor, help you verify your documents. If you are unable to arrange for additional verification, please let your recruiter know so they can work with you and determine next steps.

### **New Hire Experience**

#### **Will I have to come into the office?**

No, you will not be required to come into the office unless it is essential to your role. As of March 16, 2020, with the exception of a few critical roles, the Fannie Mae workforce has been remote in conformity with Federal, State and local health administration guidance.

#### **What tools and resources do you provide when onboarding new employees?**

Our recruiting and onboarding team will be in touch with you prior to your start date to begin providing you with important resources to enable you to work remotely. You will be provided with instructions on how to set up your workstation and you will have access to the Fannie Mae Tech Center group to help answer questions and troubleshoot any tech-related issues.

#### **How do you conduct onboarding for Fannie Mae employees during this time?**

Our onboarding efforts have been transitioned to a full virtual experience. Our onboarding team will host an online meeting to walk you through your first day at Fannie Mae, providing a high-level overview of our company and culture, benefits overview, and answer any questions. You will have a chance to meet with your manager virtually, and we will set aside time in your first week to provide in-depth tech training on the tools we use to conduct business remotely. You will also have access to an online community to continue the conversation with your start day cohort and have a central place to ask questions as you adjust to your new role at Fannie Mae.

#### **What if I have questions about benefits?**

Our onboarding team will provide a benefits roadmap and access to our internal resources to help you navigate your benefits package. For additional questions, you will be able to speak with our HR Service Center.

#### **How long will I work remotely?**

Our workforce will remain remote until further notice in order to best safeguard our employees and the communities we serve.