



# FAQs: Hiring & Onboarding During COVID-19

In response to COVID-19, Fannie Mae has adapted our workplace and hiring processes to better safeguard our employees, candidates, and new hires. We understand that this is an unprecedented situation and Fannie Mae is committed to creating protocols for these agile and inclusive processes in conformity with federal, state, and local health administration guidance. Provided below are FAQs that outline the changes made to our processes during this time. If you have any additional questions, please contact us at [careers\\_mailbox@fanniemae.com](mailto:careers_mailbox@fanniemae.com).

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## 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 currently interviewing candidates?

We have temporally shifted all interviews from in-person to virtual. Our recruiters will contact you for an initial phone screen and set up video interviews with respective hiring managers. We primarily use Microsoft Teams to allow our hiring managers and candidates to use video to have as close to an in-person experience as possible. We are able to offer other options to accommodate your technology 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?

Fannie Mae will consider requests for accommodations from applicants and employees based on medical and/or religious accommodations. If you are an applicant with a disability and require accommodation for applying, interviewing, or other aspects of the hiring process, please complete this [form](#). All information will be kept confidential and will only be used to assist with your request for a reasonable accommodation. For more information, [visit our careers site](#).

## 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 electronically, which is contingent upon a background check. Once you accept the offer, our recruiting team will help set up a 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, education, and employment verification checks for our new hires. We understand the impact that COVID-19 may have on this process and are working with third-party vendors to move forward with pre-employment screening. We are working with individuals on a case-by-case basis.

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

Prior to onboarding, we 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 the necessary steps to complete the form electronically, 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 cannot arrange for additional verification, please let your recruiter know so they can work with you and determine the 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. While the operating status for on-site work is currently voluntary, the majority of Fannie Mae's workforce is virtual until further notice. In addition, all employees who wish to come on-site must enter their COVID-19 vaccination information into a confidential HR system before arriving at the facility, unless they have an approved accommodation. For more information about accommodations, please visit [our careers site](#).

### **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. Laptops are shipped to you, and our Technology team hosts workshops to support a positive onboarding experience.

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

Our onboarding has transitioned to a fully virtual experience. Our onboarding team will host several virtual events focused on providing technical support and training, delivering a high-level overview of our company and culture, a benefits overview, and a forum for questions. You will have a chance to meet with your manager virtually and leverage Fannie Mae University to launch your learning journey.

### **What if I have questions about benefits during the onboarding process?**

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 to better safeguard our employees and the communities we serve.