

SPONSORING ORGANIZATION: People Services

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#### INTRODUCTION

Booz Allen makes every effort to hire individuals for positions that will best use their abilities and integrate the individuals goals with those of the firm. The firm's hiring process is designed to provide fair and equitable treatment to all applicants and supports our commitment to select the best qualified candidate. As ambassadors of Booz Allen, employees are well positioned to recommend qualified candidates who embody our high ethical standards and will strengthen our values-based culture. The Employee Referral Program (ERP) provides an avenue to submit 00000912 0.00000912 0 t7

business advantage from that entity. Booz Allen prohibits certain employees with close relationships from being in the same management chain with other employees (see the Individual Conflicts of Interest Policy for more information). Booz Allen people may not be involved in the hiring process of a candidate with whom they have a familial, romantic, or similarly close relationship with to avoid perceived or actual conflicts of interest.

#### Documentation and Approvals required for all Hires

The hiring process must be coordinated by Talent Acquisition and includes the following documentation and approvals:

- *Recruiting Authorization.* The Hiring Manager must complete required documentation and approvals identifying the position to be filled and establishing the parameters to initiate recruiting activity. Please review requisition related job aids in the Recruit and Onboarding section for specifics on required documentation and approvers.
- *Employment Application.* All applicants for employment with the firm must complete, sign, and submit a confidential application for employment. Knowingly submitting false information on the application or the resume that accompanies the application may be grounds for suspension of the interview process, withdrawal of an offer and/or termination of employment at any time. Talent Acquisition must screen all applicants prior to interview.
- *Interview.* All applicants for employment with the firm must be interviewed by the Hiring Manager and may be interviewed by other relevant stakeholders. The interviewer will ask questions related to an individual's ability to perform in the position for which he/she is being considered. The interviewer must not ask questions specific to salary history, race, color, religion, sex, gender identity, sexual orientation, national origin, disability, veteran status or any other status protected by law (see the Equal Employment Opportunity and Affirmative Action Policy for more information). If you have questions about what you can and cannot ask, please reach to the aligned Recruiter.
- *Background Screens.* Offers are contingent until the background screening is completed successfully completed. Please see the Maintaining a Trusted Workforce Policy for details.
- *Reference Checks.* Executive Talent Acquisition will conduct reference checks for Principal and above applicants (in addition to the background screens).
- *Work Authorization.* No individual will be employed at any Booz Allen location without evidence of proper work authorization. Offers of employment must clearly provide that the offer is contingent upon Booz Allen's receipt of evidence of work authorization. Employment cannot begin until such authorization is verified by the firm.
- *Approval to Hire.* The recommendation to hire a candidate is usually made jointly by Talent Acquisition and the prospective Hiring Manager. The sponsoring leader, as indicated by the Signature Authority Matrix, must approve compensation extended in an offer of employment. Talent Acquisition may extend a verbal offer after leadership approves compensation.
- *Offer Letter.* The written offer of employment is the official confirmation of a verbal offer. Only the Talent Acquisition Lead can extend a written offer of employment. The offer letter may specify a time limit on the offer. The candidate's wet or e-signature, on a copy of the offer letter, signifies acceptance of employment with the firm according to the stated terms and conditions.

#### Additional Requirements for Certain Hires

Certain types of hire initiate additional legal or procedural requirements, as follows:

##### Former Employees/Rehires

Former employees may be rehired provided they were not classified as ineligible at the time of the termination of their previous employment or prior rescind of employment offer. All former employees will be required to go through the background screening regardless of separation time from the company. Please see the Training and



Who can receive an employee referral bonus?

All regular full-time and part-time Booz Allen people (as defined in the Work Hours and Employment Status Policy) are eligible to refer potential candidates, except for Booz Allen people in the following circumstances:

- Members of the Accelerator Team, Recruiting Services Team
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