

MY TIME AT AION AS THEIR HR INTERN

Chelsea Wagner



WHAT I EXPECTED HR TO BE LIKE

Before this internship, when I heard HR, I only thought of dealing with HR reports about employee relations and payroll

After receiving this internship, I realized that HR involved much more than that

While HR does deal with employee relations and payroll, we also focus on so much more



MEETING THE TEAM



Katie Cluff
**Director of Talent and
Engagement**



Raquel Ordonez
Talent Acquisition Partner



Lindsey Herdeg
**Talent Management
Coordinator**

JUMPING RIGHT IN

My first couple of days consisted of completing my Gracehill training and shadowing my team, but after a week of shadowing Raquel doing prescreens, I began doing prescreens myself.

I was nervous to begin prescreening because I felt underprepared since I was new to the company, but I received some comforting words of advice:

"The candidates do not know you are new, so go in there with confidence, and it will go smoothly" - Lindsey Herdeg



grace hill™

HOW I PREPARE FOR MY DAY

Opportunity Title	Requisition Number	First Published Date	Location Name	Recruiter (Last, Suffix First MI)	Candidate (Last Suffix, First MI)	Status	Step
Real Estate Manager	REALE001215	07/07/2023	Orchard Park	Cluff, Kathleen S.	BOYKIN, Niasia		Review
Administrative Assistant	ADMIN001265	08/03/2023	The Grande at Metro Park	Cluff, Kathleen S.	Chambers, Levina		Review
Maintenance Director	MAINT001220	07/10/2023	Valley Park	Cluff, Kathleen S.	Meenan, Jerome		Review
Assistant Real Estate Manager	ASSIS001168	06/01/2023	Landmark at Glenmont Stat	Cluff, Kathleen S.	Walker, Mario		Review
Leasing Associate	LEASI001135	04/25/2023	Landmark at Glenmont Stat	Cluff, Kathleen S.	Pina, Vanessa		Review
Multi-Family Regional Assistant Maintenance Director- Ohio/Indianapolis Reg	ASSIS001142	04/28/2023	Pointe at Northern Woods	Ordonez, Raquel	Smith, James		Review
Assistant Real Estate Manager	ASSIS001168	06/01/2023	Landmark at Glenmont Stat	Cluff, Kathleen S.	Fahnbulleh, Christina		Review
Leasing Associate- brand new, luxury, Class A Lease-up!	LEASI001250	07/26/2023	The Grande at Metro Park	Cluff, Kathleen S.	Sousa, Gabriella		Review
Maintenance Director	SERVI001194	06/13/2023	The George	Cluff, Kathleen S.	Baatz, Roger		Review
Multi-Family Regional Assistant Maintenance Director- Ohio/Indianapolis Reg	ASSIS001142	04/28/2023	Pointe at Northern Woods	Ordonez, Raquel	GEISER, VALERIE		Review
Leasing Associate- brand new, luxury, Class A Lease-up!	LEASI001250	07/26/2023	The Grande at Metro Park	Cluff, Kathleen S.	Chevdar, Tamara		Review
Leasing Associate	LEASI001244	07/20/2023	Reserve at Sharon Woods	Cluff, Kathleen S.	Barnett, Melissa		Review
Multi-Family Regional Assistant Maintenance Director- Ohio/Indianapolis Reg	ASSIS001142	04/28/2023	Pointe at Northern Woods	Ordonez, Raquel	Colley, Dan		Review
Leasing Associate	LEASI001201	06/23/2023	Chesapeake Pointe	Cluff, Kathleen S.	Kent, Brianna		Review
Maintenance Technician	MAINT001197	06/16/2023	Hunters Crossing	Cluff, Kathleen S.	Dean, Terrance		Review
Real Estate Manager	REALE001215	07/07/2023	Orchard Park	Cluff, Kathleen S.	DIAZ, KAYLYNN		Review
Leasing Consultant	LEASI001251	07/26/2023	Reserves at Northern Wood	Cluff, Kathleen S.	Barnett, Melissa		Review
Maintenance Technician	SERVI001123	04/19/2023	Metro Pointe	Cluff, Kathleen S.	davis, Leroy		Review
Assistant Property Manager	ASSIS001098	04/10/2023	Hunters Crossing	Ordonez, Raquel	Duncan, Tahira		Review
Maintenance Technician	SERVI001119	04/18/2023	Reserves at Tidewater	Cluff, Kathleen S.	Mickens, Rodney		Review
Corporate Accountant	ACCOU001165	05/25/2023	Corporate	Cluff, Kathleen S.	MAFRUHA, SYEDA		Review
Maintenance Tech	MAINT001236	07/19/2023	The Meridian North	Cluff, Kathleen S.	Kemp, Paul		Review
Leasing Associate- brand new, luxury, Class A Lease-up!	LEASI001250	07/26/2023	The Grande at Metro Park	Cluff, Kathleen S.	Ferretti, Julia		Review
Leasing Associate	LEASI001135	04/25/2023	Landmark at Glenmont Stat	Cluff, Kathleen S.	Davis, Kimberle		Review
Maintenance Technician	MAINT001197	06/16/2023	Hunters Crossing	Cluff, Kathleen S.	Ward, Anthony		Review
Maintenance Director	SERVI001194	06/13/2023	The George	Cluff, Kathleen S.	Kemp, Paul		Review
Maintenance Technician	SERVI001119	04/18/2023	Reserves at Tidewater	Cluff, Kathleen S.	Snowden, Martin		Review
Assistant Property Manager	ASSIS001098	04/10/2023	Hunters Crossing	Ordonez, Raquel	HICKS, VERONICA		Review
Property Manager	PROPE001238	07/20/2023	Reserve at Sharon Woods	Cluff, Kathleen S.	Kincaid, Michelle		Review
Maintenance Technician	MAINT001197	06/16/2023	Hunters Crossing	Cluff, Kathleen S.	Scott, Gene		Review
Multi-Family Regional Assistant Maintenance Director- Ohio/Indianapolis Reg	ASSIS001142	04/28/2023	Pointe at Northern Woods	Ordonez, Raquel	Callis, Jason		Review

The Process of Recruiting

Create and post the job requisition

Go through the candidates under review

Attach Calendly link and send email to candidate asking them to schedule a phone screening

Once candidates schedule time with us we change them to prescreen

Determine if candidate needs berke

Submit berke if completed

Conduct prescreen

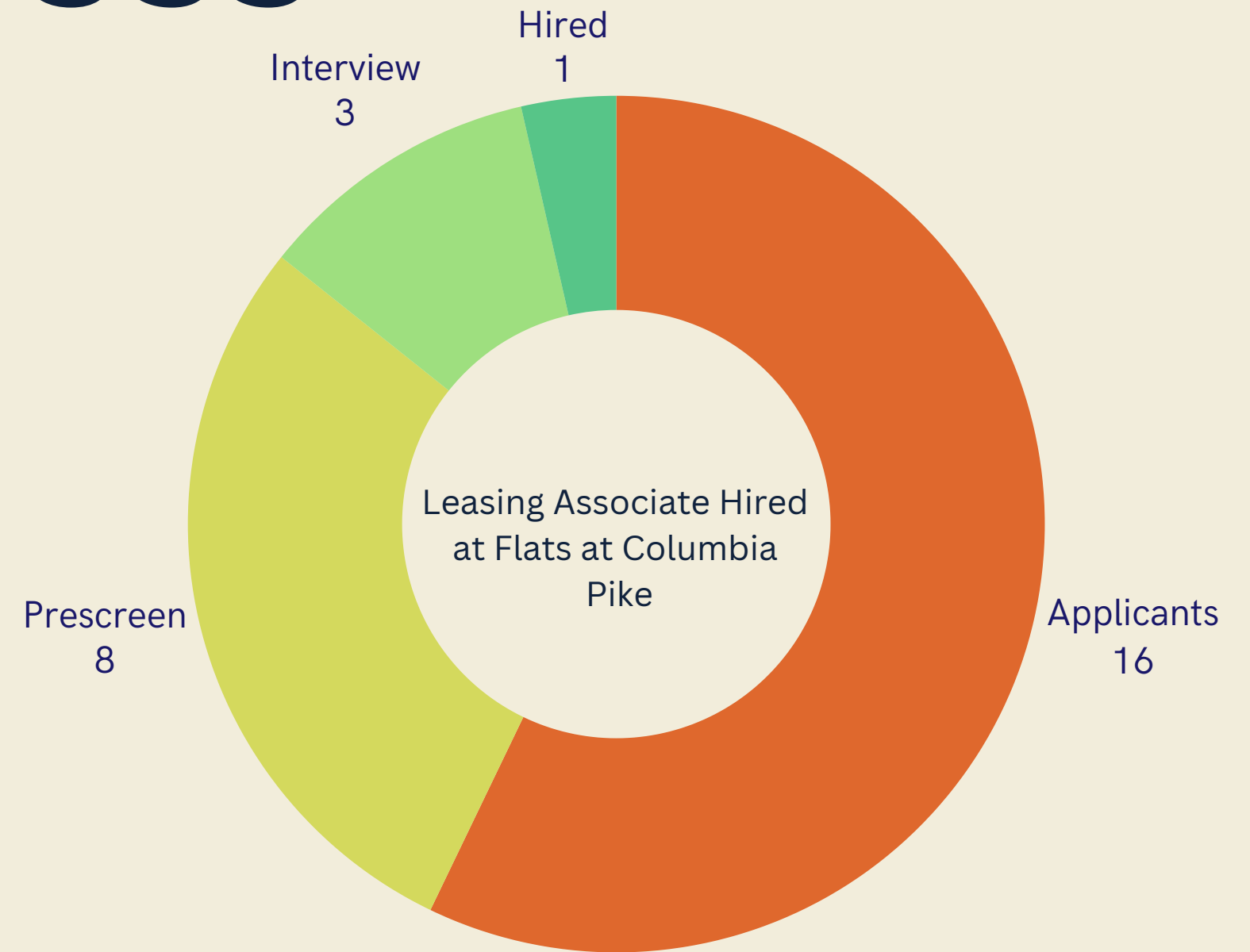
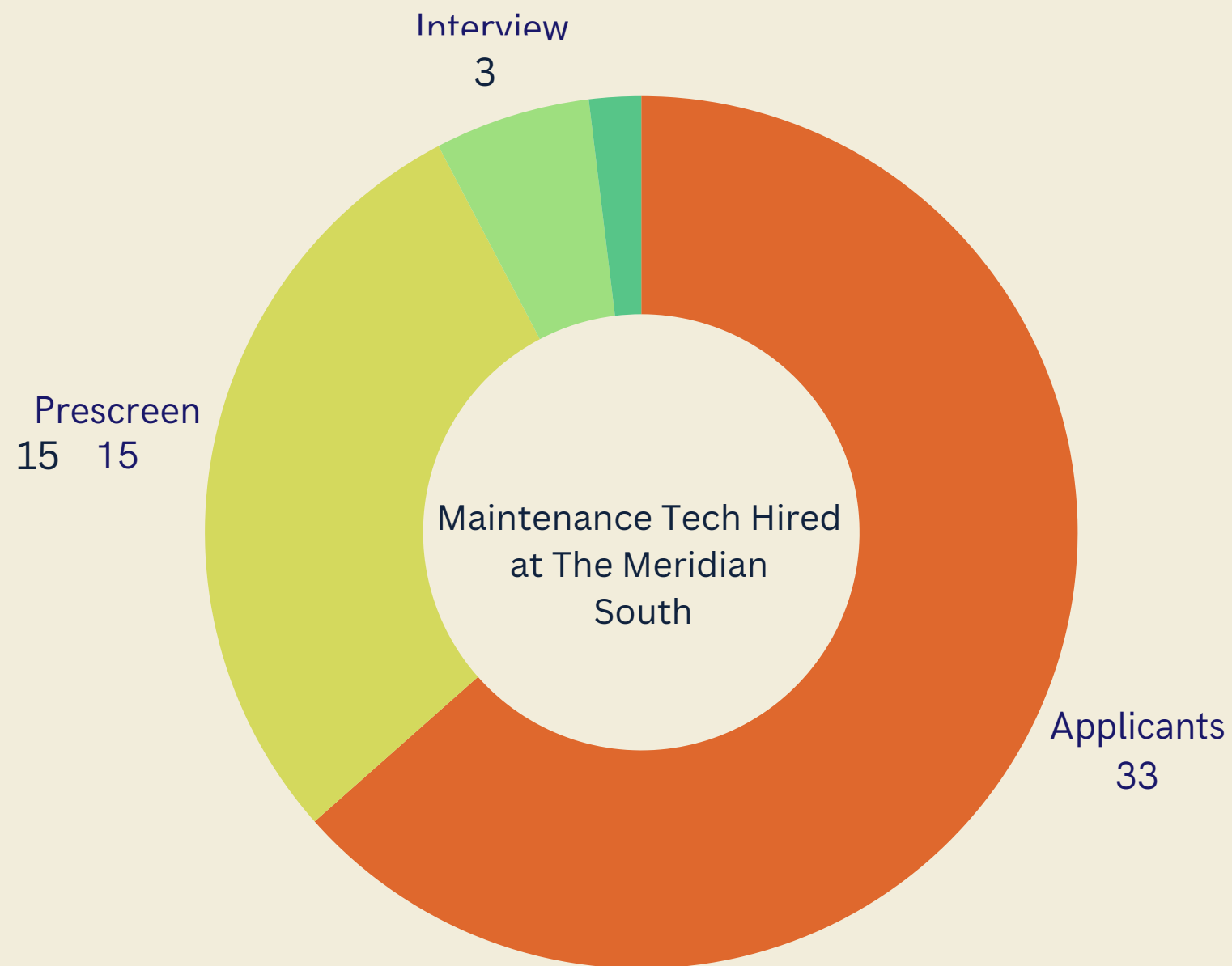
Move to next stage interview or decline and give reason

Schedule interview for candidate

Submit prescreen



Steps of the Recruitment Process



B

I

U

A ▾

A ▾

:≡ ▾

≡ ▾

≡ ≡

≡ ≡ ≡

≡ ≡ ≡

Formats ▾

I_x

Ω

Duties and Responsibilities:

- Prepare monthly Bank Reconciliations
- Prepare monthly work papers and variance analyses
- Perform monthly, quarterly and year-end closings
- Review GL for proper GL classification of invoices
- Prepare month end re-class, prepaid re-classed and accrual journal entries
- Maintain mortgage/escrow schedules
- Accurate and timely monthly financial packages due by the 15th for the prior month
- Replacement Reserve requests to Lenders
- Review monthly CapEx Draws
- Review GPR, Rent Rolls and AR
- Work in coordination with Property Managers
- Prepare weekly outstanding checks for all properties within the portfolio
- Prepare monthly cash forecast for distributions
- Assist property manager in annual budget process with Operations and Asset Management
- Ensure that monthly mortgage payments are being paid and recorded appropriately.
- Ensure depreciation and amortization is calculated, recorded and reconciled to general ledger through FAS
- Reconcile management fees quarterly
- Ensure insurance and real estate taxes are paid and recorded properly
- Work in collaboration with Asset Management
- Be a liaison between AP, Property Managers and vendors for accounts payable issues
- Assist in the preparation of property forecasts to ensure forecast data accurately reflects the year to date position and likely income and expenditure for the remainder of the financial year.

Required Knowledge, Skills, and Abilities: This position requires a dynamic accounting professional who can work independently and as a team player, prioritize tasks, is highly organized, detailed oriented and comfortable handling shifting priorities. A successful candidate will demonstrate the ability to meet deadlines while delivering quality work in a fast-paced environment.

- A bachelor's degree in accounting required
- A minimum of 3+ years of general accounting or audit experience required with a minimum of 1+ year of property accounting experience. Real Estate experience required.
- Must demonstrate initiative and ability to take on projects that benefit the accounting department or other customers.
- Must be organized, concise, detailed, flexible, and efficient
- Must possess strong interpersonal skills and an ability to work and communicate effectively with all levels of operations.
- Must be a team player, able to work outside the core business hours when needed and willing to accept a variety of tasks associated with this position.
- Proficiency in Microsoft Office Suite (Excel, Word, PowerPoint, Outlook) is required. Real Page, Blackline & FAS familiarity is a plus.
- Responsiveness – Need to perform responsibilities with an acute sense of urgency to meet the needs of others; respond to solve problems; willing to accept a variety of tasks associated with this position.

NEW HIRE PRESENTATION



AION

Management

Welcome to New Hire Orientation!



NEW HIRE PRESENTATION

What is AION's Culture?



Employee Testimonies

"Culture to me is the company's DNA. It is simply who we are, what we do, and how we do it. Culture sets us apart and defines uniqueness that separates us from others within the same industry"

"AIONized to me is our heartbeat. It's the people, policies, our values, and belief in what makes us stand out within the industry. It's an understanding that we are all under one umbrella to help enrich the lives of those we come in contact with on a daily basis: from colleagues, team members, vendors, and residents. It's removing the 'I' in all that we do and understanding that 'We' are strategically following the practices in place to spread the company mission." ~ Robbie Cunningham, Learning and Development, 2 years at AION

"AIONs culture is building a team that supports one another in creating a next level experience for the Employees, the Investors, and most importantly the Residents." ~ Alex Goodman, VP of Service Operation, 4 years at AION

CELEBRATING AIONs SUCCESS

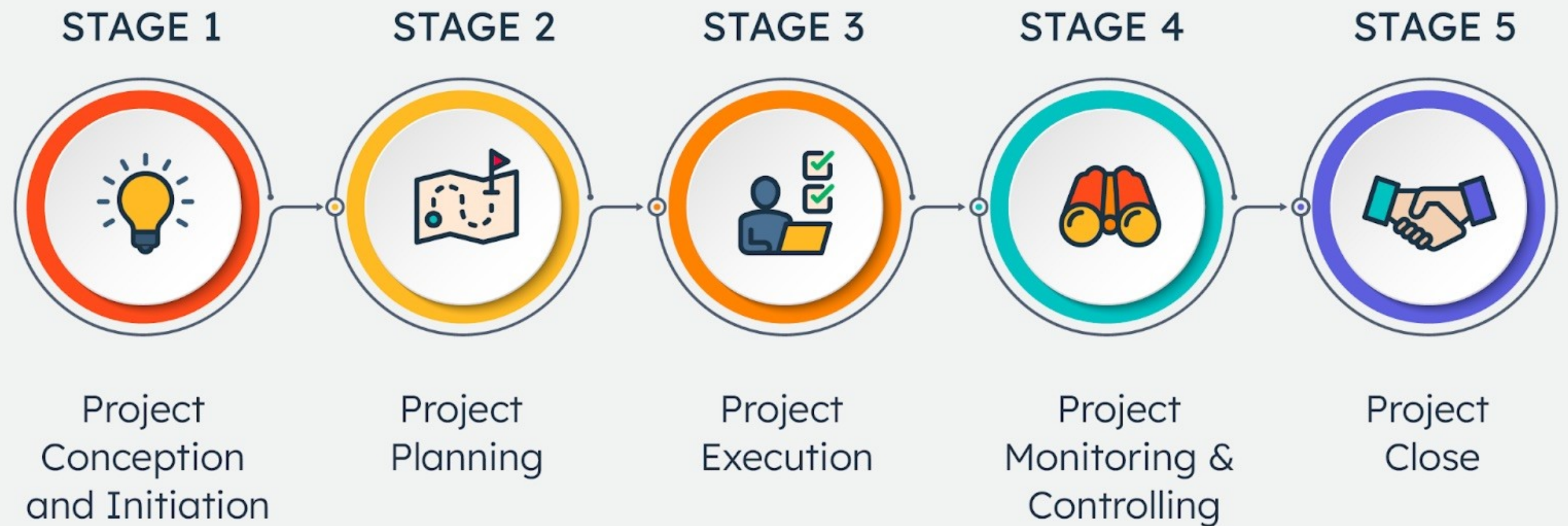
During AION's sixth anniversary celebration, I met almost everyone in the company.

While the celebration was for AION, I felt welcomed and comfortable with this company.



NEW RESPONSIBILITIES: UPLOADING I-9S

Project Management Phases



EMAIL DRAFT

Hello,

The U.S. Department of Homeland Security announced that the flexibility provided by the inspection deferral policy will end on **July 31st, 2023**.

To ensure compliance related to form I-9 and Employee Eligibility Verification, we are having a mandatory companywide initiative. Please have all your employees bring in two forms of identification. Some examples of identification documents are:

- Passport or
- Driver's License and Social Security Card

All managers are required to physically examine the employee's identification and send identification documents to Chelsea Wagner c.wagner@aionmanagement.com by **July 14th, 2023**.

Effected **July 31st, 2023**, all managers will be responsible for completing the I-9 verification in UKG with all new hires. Attached you will find step-by-step instructions on how to complete the I-9s.

Below is also a 5-minute video on how to complete the process.

If you need assistance or have any questions reach out to Chelsea Wagner c.wagner@aionmanagement.com.

STANDARD OPERATING PROCEDURE FOR I9S

**Hiring Managers Guide
to Completing I-9
Forms in UKG**



STEP-BY-STEP PROCESS

Step-by-step Process on Uploading Form I-9:

Sign into UKG → Go to My Team Tab → Select Onboarding Gateway → Press “Completed” to see the completed New Hires → Search for New Hire Name on Right Hand Side of Screen → Click Bullet Point Labeled “Form I-9” → Select if the Identification Documentation is from List A or List B → Fill in Requested Information from I-9 Form → Enter Employee’s Start Date and Sign → Upload I-9 Documentation



I-9 MICROTRAINING

**Hiring Managers Guide
to Completing I-9
Forms in UKG**



THE TAX PROJECT

I worked alongside Lindsey Herdeg, Joselyn Smith, Jennifer Easterling, and Marshelle Hightower to update all of our employees' tax codes so they can be uploaded into UKG

All data on these reports may be up to 24 hours old, data is refreshed nightly.

Find Your Withholding Rates by Address

HOME ADDRESS: [Copy From Work](#)

Street Address:
City:
State: PA
Zip: -

WORK ADDRESS: [Copy From Home](#)

Street Address:
City:
State: PA
Zip: -

[VIEW INFORMATION](#)



EXPECTATIONS VS. REALITY



GOALS

- I would love to extend my internship into the school year
- Graduate with my undergrad and obtain a full-time job at AION Management

RPA in human resources management



MY TIME AT AION



QUIZ TIME!

<https://take.quiz-maker.com/Q3XFDFHF8>

