



HOME PROPERTIES® Internal Application Process

Internal Job Application

Home Properties is dedicated to assisting employees in reaching their professional goals through internal promotion and lateral transfer opportunities. One of the tools the company makes available to employees in managing their career is Home Properties' internal job posting. This procedure enables current employees to apply for any open positions within the company.

All job opportunities are posted on the "Join Our Team" section of the Home Properties website at www.homeproperties.com.

To apply for an opening:

Step 1: Ensure that you meet the eligibility requirements.

- ❖ You are a current, regular full- or part-time Home Properties employee.
- ❖ You have been in your current position for at least six months. (Exceptions to this six-month requirement can be made by your current supervisor and should be consistent with company business needs.)
- ❖ Your performance "meets expectations" in your current role as indicated on your most recent performance appraisal.
- ❖ You have not had a verbal or written corrective action within six months and you are not following a performance improvement plan for your current position.
- ❖ You meet the qualifications listed for the position on the job posting.

Step 2: Send an email indicating your interest to Groupwise mail box "Internal Employment Application" (InternalEmploymentApplication@homeproperties.com).

The email should include your name, current position, work location and the position for which you are applying. A member of the recruiting team will review your email and support the facilitation of next steps.

Step 3: Qualified candidates will participate in an initial interview with the supervisor of the position, if they have not interviewed with that particular supervisor within the past six months. Finalists will participate in an additional interview with an HR representative. The selected applicant will be notified by the supervisor of the position. The declined applicants will be notified by their current supervisor.