

Message

**From:** Steven Hatfill [REDACTED]  
on behalf of Steven Hatfill [REDACTED]  
**Sent:** 4/7/2020 6:21:59 PM  
**To:** Miller, Joanna R. EOP/WHO [REDACTED]  
**Subject:** White House New Hire Process

Hey-this was unexpected.  
would you print these out for me ???  
Steve

----- Forwarded message -----

**From:** **Barela, Sean A. EOP/WHO** [REDACTED]  
**Date:** Mon, Apr 6, 2020 at 11:40 AM  
**Subject:** White House New Hire Process  
**To:** [REDACTED] Steven Hatfill [REDACTED]  
**Cc:** MBX WIIO WII Personnel [REDACTED], Otano, Joy E. EOP/WIIO [REDACTED]

Good morning, Dr. Hatfill,

We have been asked to initiate the White House New Hire Process for consideration of a position within the Executive Office of the President. **Please note that participating in this process is not an offer of employment, as all required clearances must be confirmed prior to a firm job offer being extended.**

To begin the process, please carefully read the attached Ethics Commitments by Executive Branch Appointees in the Trump Administration (Executive Order 13770), so you are fully aware of how current and future government employment may be affected by accepting a position at the White House. You do not need to sign the Trump Administration Ethics Pledge at this time, as it will be reviewed for signature during New Hire Orientation.

Next, fully complete and return to me the attached Pre-Employment Security Questionnaire, White House Candidate Information Sheet, and White House Application. For the White House Application, please complete the top section and remember to sign and date the Drug Testing Acknowledgment Statement.

Should our review of the submitted information indicate that we can move forward in the New Hire Process, you will be contacted directly by the White House Counsel's Office for a brief interview.

Additional steps in the process may include a drug test and a security screening process, so thank you in advance for your patience.

If you have any questions on the above, please let me know.

Best,

Sean Barela

White House Personnel

Executive Office of the President

