

Announcements

6/26/2015

Property Services

Reminder: We have a great Employee Website with an excellent search function, if you haven't taken the time to explore the Employee Website, please do. There are many reference materials, calendars, forms, policy and procedures and more available to you on this site.

Reminder: There is a Marketing Webinar scheduled on 7/14/15 from 10am to 11am called "Let's Talk Social Media and Reviews". Please register for this class via a help desk ticket.

Reminder: Please do not release rent rolls to Zillow or any ILS. If you receive a request of this nature, please contact Marketing. The Corporate office will provide this type of information, if needed.

Reminder: Please make sure you are checking your reviews daily and responding within 24 hours. All negative and positive reviews/ratings need to be acknowledged. If you haven't already done so please respond to any reviews/ratings posted in 2015. If you have any questions, comments, concerns or need assistance please submit a help desk ticket and our marketing team will be more than happy to help you.

Human Resources

Annual Performance Reviews

Annual Performance Reviews have been e-mailed out to all Managers. Please get with your manager to schedule a time to go over your review. All employees hired after February 1st will have their 90 day review and will not have an Annual Review due in July. Managers, please send in completed reviews to Jennifer at jpyszynski@pbbell.com or fax them to 480-607-2439.

Job Openings

Job openings are faxed to the properties however; you can view all job openings on the Employee Website. Look under the HR Tab for Job Postings.

Positive Bell Behaviors

#2 Do it right the first time.

Did You Know?

Unless collected by credit card, two separate payments should be collected for a holding deposit and application fee. See procedure A022