

SUBJECT: Human Resources: Verifying Employment on Former Employees	Effective Date: July 1, 2011	Policy Number: 04-5-008
	Supersedes: Policy: Date:	Page 1 of 2
	Responsible Authority: Director, Human Resources & Staff Development	

I. Purpose of the policy/Policy statement

This policy is designed to provide a clear, consistent policy for verifying employment on former LeMoyne-Owen College employees.

II. Applicability/Scope

This policy applies to all LeMoyne-Owen College employees including cabinet members, administrators, faculty and staff.

III. Process for Implementing Procedure

Responsibility	Action	Timeline
Administrators with supervisory/managerial responsibilities.	Must forward all inquires/ requests for employment verification on former employees to the Office of Human Resources.	Upon receipt of receiving an inquiry/request for verification.
Director of Human Resources or his designee	Upon written authorization by former employee, the Director or his designee will provide an employment verification to be limited to the following information: dates of employment, position held, last annual wages/salary earned, and eligibility for rehire.	Within 2 business day of receipt of the inquiry/request.

IV. Related policies/References for more information

Employment Reference Verification Form

Authorizing Official: <u>Jim Duggan</u>	Authorization Date: <u>10/6/11</u>
Title: <u>Vice President/Chief Financial Officer</u>	

Office of Human Resources
The LeMoyne-Owen College
EMPLOYMENT REFERENCE VERIFICATION FORM

A reference check provides useful information on an applicant's past work history. It helps the hiring administrator verify the facts of the applicant's background and uncover information relevant to the duties of the position sought. **A minimum of two references must be conducted on final candidate(s) for all LeMoyne-Owen positions, in addition to receipt of letters of reference and official transcripts, where applicable.** Please be prepared to fax a copy of the applicant's authorization to conduct employment verifications (found on employment application). In addition, it is also permissible to fax the form for completion, although this sometimes makes obtaining the reference more time consuming.

Date: _____
Applicant's name (and former names): _____
Position applicant has applied for: _____
Hiring Department: _____ **Verifier's Printed Name:** _____
Verifier's signature: _____

When contacting the employer, ask to speak to the employee's current or past immediate supervisor. If that person cannot be reached, follow the employee's current/past chain of command to speak with someone who has knowledge of the employee's work history.

Identify yourself, your department, LeMoyne-Owen College, your reason for calling and the position for which the applicant has applied.

1. Name of person contacted: _____
2. Relationship to applicant: _____
3. Verify dates of employment: Start: month/year _____ End: month/year _____
4. Can you verify the position the applicant held? _____
5. Did you have the opportunity to observe (applicant's name) in his/her position? Yes or No
6. How would you describe the quality and quantity of the applicant's work? _____

7. What do you consider the applicant's strengths? _____

8. In what areas does he/she need additional development? _____

9. Please describe (applicant's name) work ethic in the context of tardiness, absenteeism, attitude, abuse of sick or vacation time, dependability, trustworthiness, or completion of assigned tasks.

Circle one: Poor Fair Good Excellent
10. Would you hesitate to re-employ or work with (applicant's name) if you had the opportunity? Yes or No If yes, why? _____
11. Is there any additional information you feel we should have in considering (applicant's name) for employment? _____

