

## SIMPLE STEPS TO VERIFY EDUCATION AND EMPLOYMENT HISTORY

Credential/employment verifications and references can easily be uncoupled and conducted by different individuals in your department. While the hiring manager most often will want to make the reference checks her/him self, verifying credentials and employment can be delegated.

Northeastern requires verification of a candidate's post-high school degree, if the position has a degree requirement. Verifying education credentials is usually a simple procedure. Northeastern also requires verification of a candidate's employment history for the last seven years. Candidates do not always include this information on the resume, but it is requested on Northeastern's application form.

*First, be sure to have all candidates complete a Northeastern University application form. Then, verify education credentials and employment history.*

### HOW TO VERIFY EDUCATION

Pointers to make education verification as easy as possible:

- Be certain that you have the candidate's correct name, including maiden name, if applicable.
- Contact the Registrar's Office of the college or university—either by telephone or email—that the candidate attended.
- Typically, the office will ask you the date of graduation which can be obtained from the application form or resume.
- Information about graduation date and degree are considered public information and can be given to anyone. If the candidate does not have a degree, you can verify dates of attendance.

### HOW TO VERIFY EMPLOYMENT HISTORY

Pointers to make employment history verification as easy as possible:

- It is important to ensure that you have the complete history, one that includes both month and year.
- The easiest way to verify employment history is to contact the organization's Human Resources Department. HR departments are accustomed to getting requests for employment verifications and will typically verify title and dates of employment.
- Generally, the Human Resources department maintains all employment data and can easily verify exact position title and dates of employment. Specific dates are not as readily available for the current or former supervisor.
- If you uncover discrepancies and gaps in a candidate's employment history, you should review this thoroughly before proceeding.