

TO: Stephen Zoloth, Dean, Bouve College of Health Sciences

FROM: Katherine Pendergast, Vice President, HRM

SUBJ: Education and Employment Verifications and Reference Checks

As you know, in order to help ensure high quality appointments for all Northeastern positions and consistent hiring practices across all colleges and departments, we have put in place the requirement that education and employment histories are verified for all new faculty and staff and that at least two professional references are checked.

Specifically, the University requires the following:

For All New Full-time Faculty and Staff

- Verification of education credentials for those positions that specify an educational requirement.
- Verification of actual employment dates for a minimum of the prior seven years.
- A minimum of two professional work references. Guidelines on Reference Checks are provided to hiring managers to help them collect the most useful information.

For All Part-time Faculty

- Verification of education credentials and one professional work reference at the time of hire. The reference may be the individual who referred the candidate.
- Where time is a factor, then only verification of education credentials is required. If the lecturer is reappointed, a professional work reference is required before reappointment.