

## **Verification of Candidate Credentials**

## Instructions

This form should be completed by the search committee chair and the hiring department prior to making an offer of employment.

Verification should be done by telephone or letter. The highest degree and all significant and relevant work experience should be verified.

Please return the completed form to Human Resources along with the signed offer letter and new hire forms.

Department				
Candidate				
Position				
Highest Degree Verified: Yes		Yes	£	Date Verified:
Highest Degree:	Bachelor's degree		£	
Master's de		ee		£
	Doctorate		£	
Qualifying Work Experience Verified: Yes		Yes	£	Date Verified:
Qualifying Licenses Verified:		Yes	£	Date Verified:
Qualifying Certifications Verified:		Yes	£ Date Verified:	
Signature of Search	Committee Chair			
Signature of Hiring [	Department Manac	er/Chair		