



### 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  Date Verified: \_\_\_\_\_

Highest Degree: Bachelor's degree

Master's degree

Doctorate

Qualifying Work Experience Verified: Yes  Date Verified: \_\_\_\_\_

Qualifying Licenses Verified: Yes  Date Verified: \_\_\_\_\_

Qualifying Certifications Verified: Yes  Date Verified: \_\_\_\_\_  
\_\_\_\_\_

Signature of Search Committee Chair \_\_\_\_\_

Signature of Hiring Department Manager/Chair \_\_\_\_\_

