

EDUCATION AND EMPLOYMENT VERIFICATION

The verification process is an important part of a quality pre-employment background check.

NOTE: before you begin the education and employment verification process please ensure that the finalist has completed: 1. [Final Application](#) and 2. [Education and Employment Verification Authorization Form](#).

BEGIN VERIFICATION PROCESS

1. Initiate educational verification.
2. Review past 7 years of employment.
3. Conduct professional references.
4. Conduct criminal background check if applicable.

INITIATE EDUCATIONAL VERIFICATION

- Contact Registrar of College or University.
- If unsuccessful initiate [Degreecheck.com](#) (\$10 -12 per check).
- International degree (NOTE: cost per check will be greater than domestic check).

REVIEW PAST 7 YEARS OF EMPLOYMENT

- Contact past employer's HR office.
- Alternatively you can utilize CSI (NOTE: \$13 fee). **Required CSI documents:** [Summary](#), [Disclosure Form](#), [Release & Authorization](#).
- Candidate must be provided with the CSI summary and complete required forms.

CONDUCT PROFESSIONAL REFERENCES

- Check 2 professional references. They must be managerial or supervisory.
- If manager or supervisor reference is not available it can also be a colleague (not a friend).

****BEST PRACTICE:** Hiring manager, search Chair, or committee member should check references.

****NOTE:** we recommend that you do not conduct back door references. Permission should always be obtained from candidate prior to checking references.

CRIMINAL BACKGROUND CHECK (IF APPLICABLE) [POLICY](#)

- Candidate must be provided with the CSI summary and complete required forms. **Required CSI documents:** [Summary](#), [Disclosure Form](#), [Release & Authorization](#).
- Please send forms to Blakley Goldsmith, k.goldsmith@neu.edu
- Upon receipt of clearance Betty will notify key contact or hiring manager.