



**VERIFICATION OF EMPLOYEE CREDENTIALS**

**Instructions:**

1. This form should be completed by the initiating department upon the appointment of all new academic and professional staff and attached to the HRM-2 for inclusion with the employee's file.
2. Highest degree and all significant and relevant work experience should be verified. **A copy of the verification of the highest degree must be attached to this form (e.g. degree verification certificate, copy of diploma, or a copy of transcript that indicates completion of the degree).**
3. The form should be signed by the department head (or first person to sign the HRM-2) and attests that verification has been completed.

<b>Department</b>
<b>Candidate</b>
<b>Highest Degree Verified:</b> Yes <input type="checkbox"/> Date _____ <b>Copy attached</b> <input type="checkbox"/>
<input type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> Doctorate
<b>Qualifying Work Experience Verified:</b> Yes <input type="checkbox"/> Date _____
<b>Signature</b>

**Earned Degrees (List highest degree first)**

Institution	Specialization	Type of Degree	Date Received