

POLICY AND PROCEEDURES

(Confidential)

(as excerpted from the Policy and procedures handbook for YIS)

EDUCATION AND EMPLOYMENT VERIFICATION

EDUCATION:

1. College or professional certification or license is verified using the following method:
2. The following information must be provided by the applicant:
 - i. Educational Institution Attended, City, State, Zip
 - ii. Years Attended
 - iii. Certificate or license received
 - iv. Social Security Number
 - v. Date of birth
 - vi. Current name
 - vii. Name in which the certificate or license is under
3. The school is contacted via phone.
4. If the school requires written authorization for verification, that is obtained and faxed/mailed to the school.
5. The information is obtained and a report is written and sent.

EMPLOYMENT:

The past three employers are generally those that are most germane to the current job application and therefore those that are generally verified.

1. The following information must be obtained from the applicant:
 - a. Complete name and address including city and state of the past employer.
 - b. An indication from the applicant that YIS has their permission to contact that employer for the purpose of verifying their past employment.
 - c. The correct phone number, if possible, for that employer.

Procedure:

The verification request is entered into the system and the employer information is verified via InfoAmerica.

The employer is contacted via phone and interviewed.

If the employer requires written authorization for verification, that is obtained and faxed/mailed.

The information is obtained and a report is written and sent.

I am calling to verify _____'s past employment with your company. Can you help me.

(If not they will transfer your call, or you will be given another number to dial).

They may ask the social of the past employee and/or the date of birth. You are permitted to give this information.

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The Interview:

The applicant states they worked with your firm from ????? to ??????. Can you verify this information?*

What position did he/she hold.

What functions did she perform from day to day?

Is he/she rehireable?

Do you know of any reason???? company should not offer this person a job?

Did he/she perform the essential functions of the job as either; Excellent, Good, Average or Poor.

*At some point during the interview the interviewee will stop answering questions and state that it is against their company policy to provide any further data. The Interviewee will say this in many different ways but be aware that it will mean the same thing. Politely end the interview by asking them their name and position with the company and thank them for their time.

End of interview.

Enter information, write report and send to client.