 <b>Division of Human Resources</b> Standard Operating Procedures	<b>Procedure:</b>	<b>EMPLOYMENT VERIFICATION</b>
	<b>Effective Date:</b>	March 7, 2012
	<b>Revision Date:</b>	n/a
	<b>Type of Process:</b>	<input type="checkbox"/> Internal Procedure <input checked="" type="checkbox"/> Campus Procedure
	<b>Approved By:</b>	<i>Thomas Brown</i> (original on file)


The College of Southern Nevada (CSN) frequently receives requests for verification of employment. All requests will be forwarded to the Division of Human Resources (HR) to complete in the following manner:

### Verbal Verification Requests

1. All verbal verifications will be directed to the Division of Human Resources at (702) 651-5800.
2. Once received, the verbal verifications will be forwarded to one of the following staff members within the Division of Human Resources:
  - Administrative Assistant II
  - Administrative Assistant III
  - Personnel Technician I
  - Personnel Technician II
  - Personnel Technician III
  - Program Manager
  - Director of Salary Administration
  - Director of Administrative Operations
3. The Division of Human Resources will release and/or verify the following information for active or former employees:
  - Name
  - Job Title
  - Status (active or terminated)
  - Date of Hire
  - Date of Termination (if applicable)

### Written Verification Requests

1. Written verifications will be received in the following manner:
  - By mail to:
    - College of Southern Nevada
    - Division of Human Resources, Sort Code, W40E
    - 6375 W. Charleston Blvd.
    - Las Vegas, Nevada 89146
  - By fax to: (702) 651-5778
  - By e-mail to: [hrcustomerservice@csn.edu](mailto:hrcustomerservice@csn.edu).
2. Once received, written verifications will be forwarded to one of the following staff members within the Division of Human Resources:
  - Personnel Technician I
  - Personnel Technician II
  - Personnel Technician III
  - Program Manager
  - Director of Salary Administration

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3. The Division of Human Resources will release and/or verify the following information for active or former employees, in written verification form only, when accompanied by a signed release from the current or former employee:
  - Job Title
  - Status (active or terminated)
  - Date of Hire
  - Date of Termination (if applicable)
  - Salary Information
4. The Division of Human Resources will complete standard employment verifications within 48 business hours of receipt.

**Government Agency Verification Requests**

1. The college will provide government agencies (state, federal and local) information as required by law. The college will honor subpoenas, court summons and court orders as required. These verifications may be reviewed by General Counsel and/or Campus Police prior to releasing requested information.
2. Subpoenas, court summons and court orders may take longer than 48 business hours to process depending on the information being requested and additional necessary approvals required to release the requested information.

**Note:** Employment verifications for work-study student workers will be reviewed by the Analyst in the Office of Student Employment.