

Policy Name: Employment Verification
Policy Number: ADM 3.02
Title of Policy Owner: Student Services
Approved by: Executive Council
Effective Date: 08/15/2021
Version: 1.0
Policy Status: Approved

I. Policy

Employment Verification

II. Purpose

To validate the successful employment of the College's graduates in the field for which they were trained/

III. Scope

This policy applies to graduates and staff that administer the employment verification process.

IV. Definitions

None

V. Policy Details

The Office of Student Services provides support in the job search process and connects students and graduates with prospective employers through a variety of resources. In the final semester of coursework, all students are required to electronically submit a graduate fact sheet attesting to their employment status. After graduation, all graduates are asked to complete a graduate survey attesting to their employment status. Once the information has been received, the Office of Student Services will verify employment status no earlier than 15 days after employment. Verification may involve direct phone calls and/or emails to employers, as well as the use of third-party

verification services where necessary. Graduate fact sheets, surveys, and verification documentation are stored electronically in the student information system.

VI. Attachments

None

VII. Related Policies

None

VIII. Disclaimers

Nothing in this policy creates a contractual relationship between Southside College of Health Sciences (SCHS) and any party. SCHS, in its sole discretions, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

IX. Version Control

Version	Date	Description	Prepared by
1.0	08/1/2021	Revised and new template	Executive Council