



## Southside College of Health Sciences

## POLICY

Policy Name: Employment Verification  
Policy Number: ADM 3.02  
Title of Policy Owner: Dean of Student Affairs  
Approved by: Executive Council  
Effective Date: 8/1/2022  
Version: 2.0  
Policy Status: Review

### 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 students and staff that administer the employment verification process.

### IV. Definitions

None

### V. Policy Details

In the final course of the program, students enrolled in the Southside College of Health Sciences are required to submit a student attestation form, attesting to their employment status.

The Office of Career Services receives the student attestation form and verifies employment status no earlier than 15 days after employment.

Verification is conducted by the Career Services staff and may involve direct phone calls and/or emails to employers, as well as use of third party verification services where necessary.

Attestation and verification documentation are stored electronically in the student information system.