

Verifying Credentials of New Employees

Applicability

This document outlines the RF guidelines on verifying credentials of new employees. It does *not* describe employee eligibility verification required by federal law under the Immigration Reform and Control Act (IRCA). For more information on this topic, refer to [Employee Eligibility Requirements: The I-9 Process](#).

Guidelines

Operating locations are advised to take steps to check a new employee's credentials to ensure that they meet the educational and/or professional requirements for the position. This includes degree requirements, diplomas, and previous experience.

Specific verification may be required for positions requiring a license or certification. Refer to [Verifying Credentials of Licensed Professionals](#) for more information.

Refer to the Salary and Wages procedure group within the Employees: Personnel Administration business area for [Position Standards and Titles](#) that describe specific requirements for each Research Foundation position title.

Delegation

This responsibility may be delegated to the department or project level.

When to Verify Credentials

It is suggested that credentials be verified by phone or in writing whenever an offer of employment has been made. All such offers should be contingent upon the verification of credentials. It is not advisable to allow employment to begin before the credentials are verified.

If the position requires a license, the original license must be obtained. Refer to [Verifying Credentials of Licensed Professionals](#) for more information.

Establishing a Procedure

The operating location office responsible for RF personnel should have an established procedure for checking credentials of new employees.

This procedure should ensure that:

- a Research Foundation application has been completed and signed.
- requirements are consistent with those in the [Position Standards and Titles](#) (see the Salary and Wages procedure group within the Employees: Personnel Administration business area for position standards).
- applicable credentials (i.e., degrees, licenses, certificates) are attached to the application.

- any required license is verified (see document, [Verifying Credentials of Licensed Professionals](#)).
- appropriate documentation is retained (see next block).

Documentation

Operating locations are encouraged to develop a location-specific form that can serve as documentation that the credentials of a new employee were verified. However, it is also acceptable to note this verification on the application or résumé.

Feedback

Was this document clear and easy to follow? Please send your feedback to webfeedback@rfsuny.org.

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