BINGHAMTON UNIVERSITY
STATE UNIVERSITY OF NEW YORK

# Verification of Candidate Credentials

**Instructions**

- This form should be completed by the search committee chair and the hiring department prior to making an offer of employment.
- Verification should be done by telephone or letter. The highest degree and all significant and relevant work experience should be verified.
- Please return the completed form to Human Resources along with the signed offer letter and new hire forms.

Department_____

Candidate_____

Position_____

Highest Degree Verified: Yes ☐ Date Verified: _____

Highest Degree: Bachelor's degree ☐

Master's degree ☐

Doctorate ☐

Qualifying Work Experience Verified: Yes ☐ Date Verified: _____

Qualifying Licenses Verified: Yes ☐ Date Verified: _____

Qualifying Certifications Verified: Yes ☐ Date Verified: _____

Signature of Search Committee Chair _____

Signature of Hiring Department Manager/Chair _____