

DEPAUL UNIVERSITY



Employment Verification

Category: Human Resources

Responsible Department: HR Central

Responsible Officer: Vice President, Human Resources

Effective Date: 01/11/2019

Policy Summary

The purpose of this policy is to establish uniform guidelines regarding the release of present and former university employee information to outside sources.

Scope

This policy affects the following groups of the University:

- Full-Time Staff
- Part-Time Staff
- Full-Time Faculty
- Part-Time Faculty
- Student Employees
- Other

This policy affects all of the above groups, as well as employees covered by collective bargaining agreements.

Policy

DePaul University seeks to protect the privacy of its present and former employees with a procedure that strictly limits the release of information to outside resources for home and automotive loans, personal credit, and establishing an employee's salary history for the purposes of new employment, among other applications. A third-party vendor is under contract to complete employment verification requests. Employees are responsible for setting up a unique identifier (an Income Key) to manage access to income related information. Information given to third parties is limited to employment status, job title, dates of employment, and verification of salary information (if an Income Key is provided by the employee).

Procedures

In order for external parties to receive verification of a DePaul University's salary history and employment status verifiers must:

- Create an account using a link on the Human Resources website ([Inverify Website](#)), or;
- Call the toll-free third-party vendor’s customer service support number (866-295-7363) for assistance.

Managers should not provide written or verbal references on current and former employees. All such requests must be referred to the third-party vendor to conduct an employment verification. Human Resources will release information concerning an employee when requested by government agencies.

The Office of Human Resources is responsible for the coordination, administration and implementation of this policy. Exceptions to this policy require approval by the Vice President of Human Resources.

Divisional Collaborations

None.

Contact Information

Office of Human Resources

Mailing Address:

1 East Jackson Boulevard
Chicago, Illinois 60604

Office Location:

14 East Jackson Boulevard
13th Floor
Chicago, Illinois 60604

(312) 362-8500

Appendices

[Inverify Website](#)

History/Revisions

Origination Date: 03/24/1997

Last Amended Date: 01/11/2019

Next Review Date: N/A