

**Policy Name:** Employment Verification  
**Policy Number:** ADM 3.02  
**Title of Policy Owner:** Campus Director & Dean of Academic Affairs - BSMCON  
**Policy Type:** RHEI/Shared Services BSMCON SCHS SOMI  
**Approved by:** RHEI Leadership Team  
**Effective Date:** 8/1/2025  
**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 of the College of Nursing and staff that administer the employment verification process.

**IV. Definitions**

None

**V. Policy Details**

The Office of Career 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 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 Counselor 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.

**VI. Attachments**

None

**VII. Related Policies**

None

**VIII. Disclaimers**

Nothing in this policy creates a contractual relationship between Bon Secours Memorial College of Nursing (BSMCON) and any party. BSMCON, in its sole discretion, 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     | 3/18/2019 | Policy approved     | Dean of Student Services |
| 1.0     | 2/24/2021 | Approved AC         | Dean of Student Services |
| 1.0     | 5/11/2022 | Reviewed no changes | Dean of Student Services |
| 1.0     | 4/15/2025 | Reviewed no changes | Dean of Student Services |
|         |           |                     |                          |
|         |           |                     |                          |