Policy Name: Employment Verification
Policy Number: ADM 3.02
Title of Policy Owner: Dean, Student Services
Approved by: Administrative Cabinet
Effective Date: 8/1/2019
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
   a. Nothing in this policy creates a contractual relationship between Bon Secours Memorial College of Nursing (BSMCON) and any party. BSMCON, in its sole discretions, 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	Policy Committee