

Integrishield White Paper

# Going the Extra Mile

In Employment Verification



By Calin Cooney



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# Going the Extra Mile in Employment Verifications

Student outcomes are an increasing focus point for accreditors and The U.S. Department of Education. The final chapter in the student life-cycle now demands more focus and detailed reporting than ever before.

This whitepaper includes four ways to go the extra mile in providing detailed reporting of employment verification.



*While assisting in placement can be a struggle, proper reporting is just as important to validate the hard work it takes to assist individuals after graduation*



# JOB DESCRIPTIONS

A job title isn't always enough to collect. Titles can sometimes be vague; even when they're not, they can't completely define an individual's role in employment. A medical assistant graduate working as an assistant at a hospital doesn't necessarily prove an individual is utilizing the skills learned during his or her program. Identifying their tasks or responsibilities can more clearly relate education to professional status.

*Also by collecting these tasks you may find that the industry is evolving and assigning responsibilities your program didn't previously teach. More on program enhancement later...*

# HIRE DATE

A hire date can provide validation to the education an individual received.

Showing that hire dates are within a reasonable amount of time following program completion offers relevance in the education choice made by the individual.



SPOTLIGHT

**Did you know:**

Hire dates also can help demonstrate a reasonable time of employment.

It can help show that a person has worked at a location for an extended period of time.

# CONTACT INFORMATION

It is always good to cite your sources.

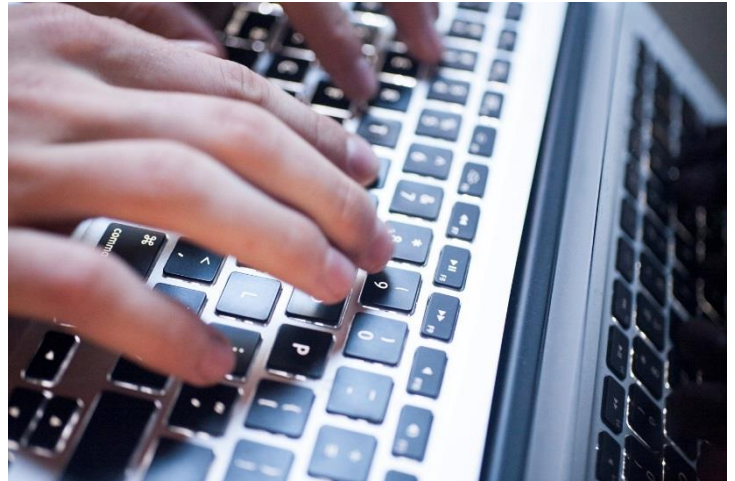
- If you're talking to a supervisor that is verifying the employment of one of your graduates, get their name.
- If you're talking to them on the phone, be sure to record the phone number that you used to reach them.



This information also helps if there is ever an audit of your records. If an auditor is using your source to validate the verification you have, then most likely they're going to verify the same information you have.

# GET EMPLOYER FEEDBACK

Employers may offer some constructive criticism on your modules. For example, maybe there are newer standards employers seek during the hiring process. This feedback can help enhance your programs, keeping them up to date with the trends of the industry and keep your graduates best prepared when trying to enter the workforce.



Feedback can also help with maintaining employer relations – especially being alerted to any potential openings that employers may have that can be filled by your graduates.

# About IntegriShield



IntegriShield focuses on creating custom solutions across all industries in the manner of compliance and brand management. Located in Kansas City, Missouri, IntegriShield launched in 2012 to provide compliance and remediation through a full account service team. Since then we have been creating and honing our technology to simplify workflow, streamline remediation, and track brand recognition across the web.

**INTEGRISHIELD**

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[integrishield.com](http://integrishield.com) | 888-547-7110 | [info@integrishield.com](mailto:info@integrishield.com)