



Queens College

POLICY AND PROCEDURE

Employment Verifications	Office of Human Resources
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Reinalda Medina – Director, Office of Human Resources – (718) 997-4455
Ann Morgado – Employment Verifications Queens College Contact – (718) 997-4493

BACKGROUND

This is an information guide stating Queens College's procedures for verifying both current and previous employment at the College.

Policy Statement

1. It is the College's policy to verify only job title, dates of employment and salary information, when the request is accompanied by a written authorization signed by the employee. Employment verifications are not letters of reference or work ethics assessments.
2. If a supervisor, manager, faculty or any employee receives a call or a fax requesting the employment verification of an employee, please refer the call to Ann Morgado @ 718-997-4455, fax number 718-997-5799.
3. All requests to provide employment verifications must be made in writing from the requestor. No verbal verifications will be granted.
4. Employment verification request forms are available on the OHR website, www.qc.cuny.edu/hr, or at the office of Human Resources, located at Kiely Hall, room 163..

Any questions regarding employment verifications should be directed to Ann Morgado at 718-997-4493.