



OHR POLICY LIBRARY
Employment Verification

Employment Verification Policy
Responsible Executive: CHRO
Originally Issued: September 21, 2006
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POLICY STATEMENT

In support of current and former employees, the Clemson University Office of Human Resources (OHR) manages requests for employment-related information in a manner that respects the needs and the privacy of its employees and complies with the United States Freedom of Information Act.

OHR does not provide information to media sources (television, radio, newspapers, etc.). Media representatives are asked to contact Clemson University’s Office of Strategic Communications for official statements concerning Clemson University employees.

When responding to a request for employment information about current, former or prospective University employees, employees are required to adhere to the policy and procedures herein.

REASON FOR POLICY

- To establish a process by which the University furnishes employment-related information to or on behalf of current and former employees and individuals with job offers from Clemson.
- To maintain compliance with the federal Freedom of Information Act (FOIA)

ENTITIES AFFECTED BY THIS POLICY

- All colleges/division of the University
- All current and former employees and individuals with job offers from Clemson University
- Entities outside the University who submit requests for information under the FOIA

WEB ADDRESS FOR THIS POLICY

http://media.clemson.edu/humanres/policies_procedures/employee_verification/Employment%20Verification%20Policy.02.pdf

CONTACTS

Subject Matter	Office	Telephone	E-mail/Web Address
Policy Clarification and Interpretation	OHR	(864) 656-2000	Ask-HR

DEFINITIONS

For definitions, please refer to the [OHR Glossary of Terms](#).

PROCEDURES

1. Employment-related inquiries regarding current or past employees or individuals with job offers from the University are managed by the Office of Human Resources. All requests for employment verification, credit inquiries, employment references, etc. should be directed to OHR.
2. The University releases employment-related information in accordance with the rules set forth in the United States Freedom of Information Act.
3. Employment verification for current or former employees is available upon written request. Employment verification is limited to the following information:
 - a. The dates of employment
 - b. The job title
 - c. The employment status (active or inactive)
4. The University requires signed authorization from the employee prior to releasing any information beyond that included in a general employment verification (e.g., compensation, department, full-time/part-time status, etc.).
5. The University does not release personal information, including, but not limited to, home address, personal telephone number and social security number.
6. Requests received in the form of subpoena or FOIA request are forwarded to Clemson's Office of General Counsel for evaluation and approval to release the information.
7. The University verifies job-offer information for international students on F-1 and J-1 visas as required by the Social Security Administration when issuing a Social Security number.

Employment Verification Process for Current or Former Employees

1. The requestor petitions for employment-related information via fax (864-656-4672), email or USPS mail to Clemson University OHR, 108 Perimeter Rd, Box 345337, Clemson, SC, 29634.
 - a. The requestor can submit an employment verification form for completion, or
 - b. The employee or past employee can request that OHR produce an employment verification letter.
2. If the request complies with this policy, OHR normally responds within 24 to 48 hours, but, in some cases, the response may take longer.
3. If the requested information relates to compensation:
 - a. OHR works in conjunction with Payroll to satisfy the request.
 - b. A signed release from the employee is required prior to a response being issued.
4. If the request is a subpoena or FOIA request:
 - a. OHR forwards the request to Clemson's Office of General Counsel.
 - b. The Office of General Counsel evaluates the request and recommends a course of action. For information regarding requests for documents under the South Carolina Freedom of Information Act, please see the Office of General Counsel's Freedom of Information Act webpage and the Clemson University Policy on Freedom of Information Act Requests.

Employment Verification for International Students with Job Offers from Clemson University

1. International students on F-1 or J-1 visas can request employment verification letters as partial fulfillment of the Social Security Administration’s required documentation for issuing a Social Security number to a non-U.S. citizen.
2. Information on jobs offered to international students is supplied by the hiring department and the Office of International Services using either the Employment Verification Letter for F-1 Visa or the Employment Verification Letter for J-1 Visa. For more information, see the procedural document Applying for a Social Security Number and the applicable employment verification letter template.

RELATED RESOURCES

University Policies and Documents
Applying for a Social Security Number Procedure Clemson University Policy on Freedom of Information Act Requests Office of General Counsel's Freedom of Information Act webpage OHR Glossary of Terms International Employees at Work webpage
External Documentation
Freedom of Information Act
University Forms and Systems
Employment Verification Letter for F-1 Visa Employment Verification Letter for J-1 Visa

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