



UNM

*Division of
Human Resources*

REQUEST FOR EDUCATION VERIFICATION PROCEDURE

Date Issued/Rev: 7/01/2010

In process: N/A

General Description: This procedure explains what documents are needed to verify minimal educational requirements and how to obtain those documents

Responsible Persons: Candidate, Hiring Officials, Human Resources Technician (HR Tech), HR File Room Staff, HR Accountant, and Human Resources Consultant

Related Procedures: None

Related Forms: Education Verification Request

OPTIONS:

Minimum Requirement	Educational Verification Documents Accepted	Educational Verification Options
High School/GED	<ul style="list-style-type: none"> • Copy HS Diploma or GED(copy) • Unofficial transcript (copy) • Official transcript (copy) <p>*If degree is awarded prior to 1980, the response time may be more than 5 days through Student Clearinghouse and UNM depending on the school's response time.</p>	<ul style="list-style-type: none"> • Department must attach documents to the Hiring Proposal prior to submitting to Human Resources. <p>If department is requesting HR to verify education, submit completed Education Verification Form to HR by fax (505-277-2456) prior to submitting the Hiring Proposal</p> <ul style="list-style-type: none"> • HireRight (third party) provide verification of HS Diploma for a \$10 fee. • Student Clearinghouse or UNM (third party) provide verification of degree awarded for a \$10 fee.

<p>Positions not requiring a degree but completion of College-level credit hours</p>	<ul style="list-style-type: none"> • Official transcript (or copy with a seal) <p>*If degree is awarded prior to 1980, the response time may be more than 5 days through Student Clearinghouse and UNM depending on the school's response time.</p>	<ul style="list-style-type: none"> • Department must attach documents to the Hiring Proposal prior to submitting to Human Resources. <p>If department is requesting HR to verify education, submit completed Education Verification Form to HR by fax (505-277-2456) prior to submitting the Hiring Proposal</p> <ul style="list-style-type: none"> • UNM (third party) provide verification of degree awarded for a \$10 fee.
<p>Degree Required</p>	<ul style="list-style-type: none"> • Official transcript (or copy with seal) <p>*If degree is awarded prior to 1980, the response time may be more than 5 days through Student Clearinghouse and UNM depending on the school's response time.</p>	<ul style="list-style-type: none"> • Department must attach documents to the Hiring Proposal prior to submitting to Human Resources <p>If department is requesting HR to verify education, submit completed Education Verification Form to HR by fax (505-277-2456) prior to submitting the Hiring Proposal</p> <ul style="list-style-type: none"> • Student Clearinghouse or UNM (third party) provide verification of degree awarded for a \$10 fee.
<p>Degree required documenting credit hours in a specific subject</p>	<ul style="list-style-type: none"> • Official transcript (or copy with seal) <p>*If degree is awarded prior to 1980, the response time may be more than 5 days through Student Clearinghouse and UNM depending on the school's response time.</p>	<ul style="list-style-type: none"> • Department must attach documents to the Hiring Proposal prior to submitting to Human Resources. <p>If department is requesting HR to verify education, submit completed Education Verification Form to HR by fax (505-277-2456) prior to submitting the Hiring Proposal</p> <ul style="list-style-type: none"> • UNM (third party) provide verification of degree awarded for a \$10 fee.

REQUEST FOR EDUCATION VERIFICATION PROCEDURE (Continued)

PROCESS STEPS WHEN USING A THIRD PARTY FOR VERIFYING EDUCATION		
STEPS	ACTIONS	RESPONSIBLE PARTIES
1	<p>After the hiring official makes a tentative offer to the prospective candidate, the candidate will complete the Request for Education Verification Form and return to hiring official. If verifying a Non-UNM Degree, the institution/school must participate with the National Student Clearinghouse at: http://www.studentclearinghouse.org</p>	<ul style="list-style-type: none"> • Hiring Official • Prospective Candidate
2	The hiring official will complete the Department section of the form and fax (505-277-2456) to HR to verify education.	<ul style="list-style-type: none"> • Hiring Official
3	HR Tech will verify education through third party, scan the verification document, and save in the Education Verification folder in the "I" drive. The HR Tech will e-mail the hiring official confirming the education has been verified or not. The hiring department will attach the e-mail from HR to the Hiring Proposal under "Education Verification Form". The HR File Room will print the education verification, stamp as approved from HR, and put into the Personnel file,	<ul style="list-style-type: none"> • HR Tech • HR File Room
4	Designated HR Tech will update the billing spreadsheet and save it in the "I" drive under COPYAREA/HR Tech & Prof Interns/Alternative Education Verification Tracking Sheet 2010. The HR Accountant will review the spreadsheet once per month, and bill the appropriate department(s).	<ul style="list-style-type: none"> • Designated HR Tech • HR Accountant