



**Human Resources**  
282 Champions Way  
PO Box 3062410  
Tallahassee, FL 32306-2410  
Phone: 850-644-1978  
Fax: 850-645-9510

## **Florida State University**

### **Verification of Education/Experience Checklist**

To satisfy employment requirements, please fill out and return this checklist upon completion of the hiring process for the advertised position of \_\_\_\_\_, Position Number \_\_\_\_\_. The Human Resources Representative assisting with your vacancy is \_\_\_\_\_.

- Verified employment history and performed reference checks on the applicant selected for hire.** The Florida State University Employer Reference Check Form should be completed to verify all prior employment history necessary to meet the Minimum Qualifications (MQ's) of the position. For audit purposes, your department must retain documentation that verifies all prior employment history necessary to meet the MQ's of the position for the selected candidate. If current employees are considered, a review of performance appraisals for FSU employees is recommended.
  
- Verified degree.** If a degree is required to meet the Minimum Qualifications of the position, verification of education must be documented. Documentation should include transcripts from degree-granting institutions, official correspondence from the institution, or a copy of the degree or diploma. Contact your Personnel Representative for assistance in obtaining degree verification. Such documentation must be submitted with the appointment papers.

Employee Hired: \_\_\_\_\_ Employee ID: \_\_\_\_\_

Date Hired: \_\_\_\_\_

Department's Name: \_\_\_\_\_

Contact Person's Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_

***RETURN THIS FORM AND DEGREE VERIFICATION WITH APPOINTMENT PAPERS***