



## Verifications and References

### Employment Verification:

**Turnaround time – 2 to 3 business days on average**

Trusted Employees will contact the candidate's current and/or previous employers to find out start/end dates, position held, hours worked per week. Salary information is provided where available. We also ask whether or not the candidate is eligible for rehire.

**Note:** Approximately a third of all employers use third party verifications. These services charge an additional fee which is passed on at cost.

### Education Verification:

**Turnaround time – 1 to 3 business days on average**

Trusted Employees will contact the high school or higher learning institution the applicant attended to verify the dates the applicant was enrolled and whether or not they earned a degree or certificate. Typically, major course of study is available with an earned degree.

**Note:** Almost all higher education institutions use a third party verification service. These services charge an additional fee which is passed on at cost.

### Professional References:

**Turnaround time – Contingent upon responsiveness**

Clients may provide a list of specific questions or use our standard list. This information is attached to the report.

### Professional License Verification:

**Turnaround time – 1 to 3 business days on average**

Trusted Employees will verify that a candidate holds a professional license or certificate with the state or national board responsible for certifying or licensing professionals. Common examples are doctors, nurses, electricians, CPAs.



(888) 808-8350  
7900 W. 78<sup>th</sup> St., Suite 400, Edina, MN 55439  
[www.TrustedEmployees.com](http://www.TrustedEmployees.com)