

Experience Verification – Email to Employer

If experience is needed to qualify for a position, then the minimum amount of qualifying experience must be verified. HR staff should first attempt to collect this information via telephone. If this effort is unsuccessful, HR staff must contact the employer via email or mail (if email is unavailable).

Human resource staff must insert the verbiage below into an email to the employer. **The employer's response must be uploaded to the candidate's master profile in NEOGOV.**

Greetings –

On an employment application for the Commonwealth of Pennsylvania, (name of candidate) indicated employment with your organization as follows:

Employed with:

Employed from:

Employed to:

Employed as:

Duties:

To assist in our evaluation and verification of this experience, please respond to this email to either confirm the accuracy of the aforementioned experience or provide clarification regarding this employment. Please include your name and official title in your response.

Your timely attention to this request is appreciated. Thank you!

Sincerely,