



EMPLOYMENT VERIFICATIONS

Walsh University maintains a neutral reference policy for external requesters. Only the following information is released regarding your employment:

- Job title
- Hire date and/or rehire date
- Most recent separation date (if applicable)

Information regarding work performance, disciplinary actions, reason for separation or rehire status will not be released. In addition, managers are not authorized to write letters of recommendation for external employment opportunities. Human Resources must approve any exceptions.

Employment verifications for Walsh University are completed through the Payroll and Benefits department. The university can provide employment information to prospective employers for loans, credit card applications, and other financial needs. Requests for information other than job title, hire/rehire date, or separation dates (Ex. salary) must be sent to Walsh in writing with a signed authorization. All forms can be sent via fax (330-490-7170) or e-mail (kbeane@walsh.edu).

Information requests regarding legal matters will not be provided by the University without a court ordered subpoena.