

**Policy Name:** Employment Verification  
**Policy Number:** ADM 3.02  
**Title of Policy Owner:** Campus Director & Dean of Academic Affairs  
**Policy Type:** RHEI/Shared Services BSMCON SCHS SOMI  
**Approved by:** RHEI Leadership Team  
**Effective Date:** 6/8/2023  
**Version:** 1.3  
**Policy Status:** Approved

**I. Policy**

It is the policy of Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI) to obtain employment verification.

**II. Purpose**

The purpose of this policy is to establish the procedure to verify employment status.

**III. Scope**

This policy applies to graduates of SOMI and staff that administer the employment verification process.

**IV. Definitions**

None

**V. Policy Details**

In the final semester of the program, students enrolled in the Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI) are required to submit a student attestation form, attesting to their employment status. The Office of Career Services receives the student attestation form and verifies employment status no earlier than 15 days after employment. Verification is conducted by the Career Services staff and may involve direct phone calls and/or emails to employers, as well as use of third-party verification services where necessary. Attestation and verification documentation are stored electronically in the Student Information System (SIS).

**VI. Attachments**

Authorization to Release Employment Verification

**VII. Related Policies**

None

**VIII. Disclaimers**

a. Nothing in this policy creates a contractual relationship between Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI) and any party. SOMI, in its sole discretions, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

**IX. Version Control**

Version	Date	Description	Prepared by
1.0	12/1/2018	Initial Policy	CDDAA
1.1	5/20/2022	New Template & Revisions	CDDAA
1.3	8/1/2023	New Template & Attachment Consolidations	CDDAA

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**ATTACHMENT A: AUTHORIZATION TO RELEASE EMPLOYMENT VERIFICATION**

As part of a continuous assessment process, Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI) is required to provide employment documentation from graduates of the Radiologic Technology program. The School also requests employers to complete an employer survey.

By signing below, I am authorizing the Bon Secours St. Mary's Hospital School of Medical Imaging to obtain employment verification from current employer or future employer within one year of graduation.

Position/Title: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Employer: \_\_\_\_\_

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

Start date of employment: \_\_\_\_\_

Currently working for employer noted above?    Yes    No

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Graduate/Employee Name: \_\_\_\_\_

Graduate/Employee Signature: \_\_\_\_\_

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