



## Pathway HR Solutions

### Purpose of Education Verification Report

- Trust, but verify educational information provided by job applicants. Online profiles and resumes often embellish candidates' experience, responsibility, tenure, and titles.
- Make informed hiring or promotional decisions by ensuring that your candidate meets the minimum educational requirements for the role that they are seeking.

### Attributes of an Education Verification Report Created by Pathway HR Solutions

- All education verification reports are conducted in-house by a National Association of Professional Background Screeners Certified Research Professional.
- All verifications require that applicants supply the following information:
  - First, Middle, and Last name
  - Social Security Number
  - Date of Birth
  - Name of Educational Institution
  - City and State of Educational Institution
- We contact educational institutions directly to verify candidate information.
- All finalized reports include the information in the bullet point above, start and end dates, graduation date, degree earned, and major fields of study.

### How to Get Started

- Contact us to request a background check.
- We will provide an authorization form that must be completed by the applicant.
- Submit the form using instructions provided.

### Time to Produce Report

- Turnaround is typically 1-3 business days.
- You will receive the report electronically.