Employment Reference and Verification

Detroit Mercy is committed to recruiting the best-qualified persons who can effectively contribute to the University and its mission, goals, and objectives. Employment reference checks are an important tool and key element in the recruitment and selection process. Detroit Mercy exercises its right to verify and validate the information given during the hiring process to ascertain suitability for employment. Reference checks are completed with individuals from the applicant's previous employment, as authorized by the applicant. Detroit Mercy will attempt, whenever possible, to release applicable reference information regarding current or former employees with permission, without malice, and in confidence to potential employers, subject to verification.

Employment verifications require a signed release of information or authorization and will not be completed unless authorization is received. All signed forms should be faxed to 313-993-1015 or emailed to HR@udmercy.edu. Only dates of hire and position(s) held will be verified unless otherwise indicated by request(s). Salary information will be verified for current employees who are applying for loans. Employment verifications are typically completed within 24-48 hours of receipt.

Employment files and records are maintained in accordance with the University records retention schedule and federal, state and local laws.