

DashHire - Experience Verifications (EV)

Message to New Hires

We utilize Verifent for Experience Verification requests to streamline the process and for data security.

1. Preparation – You will need the following:

- An employee account with Verifent. [Register](#) to create an account or [login](#) if you already have one. See the [Employee Registration](#) guide for in-depth instructions.
- Complete list of applicable current/former employers including:
 - Organization Name
 - Contact email address and phone number
 - See the [Request an Experience Verification](#) guide for in-depth instructions.

2. Initiating the Request

- Complete your **'Contact Info'** under the 'Resume' tab before initiating your request to prevent manually entering information each time.

Hiring Entity

- Click **'Start Experience Verification'** OR click **'Get Verified'** and then click **'Experience Verification'**.
- Begin typing and select [insert hiring entity name]
- Click **'Save Hiring Entity'**

Enter Your Information

- Fill in your personal details if you did not complete your Profile and click **'Next'**

Choose Your Forms

- Check the boxes for the type(s) of verification needed (e.g., experience, position)
- Click **'Next'**
- Unsure of which form(s) to select? Reach out to [insert hiring entity name] for clarification.

Add Former Employers

- Click **'Choose Former Employer(s)'**
- Search for and select each former employer
- If not found, type and select **'Former Employer Not Found'** from the drop-down. Then, enter the employee's details.
- Add all previous employers, then select your **most recent one**, if prompted.
- Click **'Next'**

Sign and Submit

- Sign electronically, type your name, and click **'I Agree – Continue'**
- Review the summary and click **'Next'** to submit

3. Assistance Needed

- Review [Knowledge Center Articles](#) for comprehensive instructions.
- Reach out to Verifent Support if you need additional assistance via chat (located at the bottom right-hand corner of your screen) or by sending an email to support@verifent.com