DashHire - Experience Verifications (EV)

Message to Former Employees

We utilize Verifent to request Experience Verification requests to streamline the process and for data security purposes. To request an Experience Verification from your Former Employers, please follow the steps below:

Go to Verifent

- Visit www.Verifent.com. Click '**Get Started'** button and then '**Login'**.
- New User? Click '**Register'** to create an account.
- **Pro Tip**: Complete your '**Contact Info'** once under 'Resume' and your information will populate.

Hiring Entity

- Click **'Start Experience Verification'** OR click **'Get Verified'** and then click **'Experience Verification'.**
- Begin typing your new employer's name.
- If not listed, type and select 'Hiring Entity Not Found' then choose your state.
- Click '**Save Hiring Entity'.**

Enter Your Information

- Fill in your personal details and click '**Next'.**

Choose Your Forms

- Check the boxes for the type(s) of verification needed (e.g., experience, position) form.
- Click '**Next**'.

Add Former Employers

- Click '**Choose Former Employer(s)**'.
- Search for and select each former employer. **Type "Roanoke City Public Schools – VA"**
- If not found, type and select '**Former Employer Not Found'** and fill out the details.
- Add all previous employers, then select your **most recent one**, if applicable.
- Click '**Next'.**

Sign and Submit

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

Additional Resources

- Employee Knowledge Center
- Request an Experience Verification
- Employee Registration

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