

# concentrix™

## HR Employment Verification - User Manual

**\*Please follow the steps to ensure that your request will be processed correctly\***

From: [Redacted] @ [Redacted] .com

To: hr.autoresponse@concentrix.com **1**

Cc: [Redacted]

Bcc: [Redacted]

Subject: Employment Verification **2**

Attached: sampleatt.pdf (207 KB), sampleatt.png (154 KB), sampleatt.docx (11 KB) **3**



**EMPLOYMENT VERIFICATION**

<b>Employee Name:</b>	<b>Last Name</b> <b>4</b> *[Please provide]	<b>First Name</b> <b>5</b> *[Please provide]	<b>Middle Name</b> <b>6</b> *[Please provide]
<b>Date of Birth:</b>	*[Please provide: mm/dd/yyyy format]		
<b>EMPLOYEE'S INFORMATION</b>		<b>VERIFIED INFORMATION</b> <b>11</b>	
<b>Company Name:</b> <b>7</b>	*[Please provide information]		
<b>Company Address:</b> <b>8</b>	*[Please provide information]		
<b>Position Title:</b> <b>9</b>	*[Please provide information]		
<b>Management Level:</b>	[Please provide information]		
<b>Status (Regular/Probationary):</b> <b>10</b>	[Please provide information]		
<b>Time Type (Full/Part Time):</b>	[Please provide information]		
<b>Start Date of Employment:</b>	[Please provide information]		
<b>End Date of Employment:</b>	[Please provide information]		
<b>Last Salary:</b>	- CONFIDENTIAL: Please refer to the issued COE/Payslip -		

*\*Required information*

**IMPORTANT NOTES:**

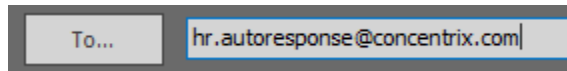
- Follow the steps below to ensure proper processing of your email request
- Only ONE Employment Verification Request per Email
- Do not include any other items in the email aside from the Employment Verification Request Template
- Do not include Image signatures in the form, as it will be treated as an attachment
- Do not Reply, Forward, Cc nor Bcc [hr.autoresponse@concentrix.com](mailto:hr.autoresponse@concentrix.com)
- Do not send any other emails to [hr.autoresponse@concentrix.com](mailto:hr.autoresponse@concentrix.com) other than Employment Verification Email Requests
- If you have any other concerns, please email: [ph\\_employment\\_verification@concentrix.com](mailto:ph_employment_verification@concentrix.com)
- Use the Employment Verification Request Template as is. **Do not modify the template.**

**STEPS:**

- 1.) Make sure to send the email to [hr.autoresponse@concentrix.com](mailto:hr.autoresponse@concentrix.com)

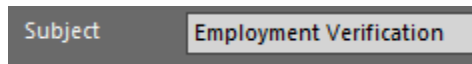
NOTE: Do not Reply, Forward, Cc nor Bcc this email address.

Do not send any other emails other than Employment Verification Email Requests.



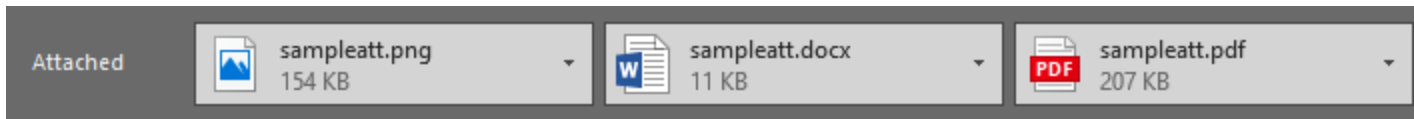
- 2.) Make sure that the Email Subject has the phrase **'Employment Verification'** on it. Phrase is not case-sensitive.

Email requests without 'Employment Verification' in its subject will not be processed.



- 3.) Include **physically signed Letter of Authorization (LOA) and Valid ID with signature as attachment**. It could be an Image (JPG, PNG at least 50KB in file size), a Word Document, an Excel Document, or a PDF Document.

Email Requests with no attachment/s will not be processed. Please limit to three (3) attachments only.



NOTE: To ensure that your Email Request will be processed, please make sure that the Letter of Authorization has the following:

- Name of the Employee
- Signature of the Employee

4.) Please put Last Name here. **Never leave this field blank.**

If the Employee name has suffix in it (e.g. Jr., Sr., III, etc.), please include it in this field.

If there is no suffix in the Last Name:

<b>Employee Name:</b>	<b>Last Name</b>
	De La Cruz

If there is suffix in the Last Name:

<b>Employee Name:</b>	<b>Last Name</b>
	De La Cruz Jr.
<b>Employee Name:</b>	<b>Last Name</b>
	De La Cruz III

5.) Please put First Name here. **Never leave this field blank.**

Employee has one First Name

First Name
Juan

Employee has two or more First Names

First Name
Juan Julian

6.) Please put Middle Name here.

Please note that this field requires COMPLETE Middle Name.

If Employee has no Middle Name, please leave it blank.

**Better leave it blank if you only have the Middle Initial, and not the complete Middle Name.**

Examples:

Complete Middle Name

Middle Name
Enriquez

If Employee has no Middle Name, or you only have the Employee's Middle Initial, leave it blank

Middle Name

7.) Please put Date of Birth in of the Employee here in the following format: MM/DD/YYYY, no spaces in between.

**Never leave this field blank.**

If you don't know the birthdate of the employee, better ask the employee first before sending any email request.

Examples:

If the Employee is born June 12, 1990, Date of Birth is '06/12/1990'

Date of Birth:	06/12/1990
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If the Employee is born December 6, 1990, Date of Birth is '12/06/1990'

Date of Birth:	12/06/1990
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NOTES:

- Always observe correct formatting. Month and Day of Birth should have two digits.  
  
If Month of Birth is January: Month is '01'. Using just '1' will invalidate the request.  
If Month of Birth is December: Month is '12'  
If Day of Birth is 6: Day is '06'. Using just '6' will invalidate the request.  
If Day of Birth is '12': Day is '12'
- Year of Birth should have four digits. If Year of Birth is 1990, Year is '1990'.
- Use '/' to divide Month, day, and year of Birth. Using other date separators will invalidate the request.
- Do not put spaces in between the date of birth. Any spaces in between will invalidate the request.

8.) Provide Employee's Company Name. If Company name is not provided, leave it blank.

With Company Name

Company Name:	Concentrix
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Company Name not provided

Company Name:	
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9.) Provide Employee’s Company Address. If Company Address is not provided, leave it blank.

With Company Name

<b>Company Address:</b>	18F Ayala North Exchange, Makati City
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Company Name not provided

<b>Company Address:</b>	
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10.) Provide the following fields:

- Position Title
- Management Level
- Status (Regular/Probationary)
- Time Type (Full/Part Time)
- Start Date of Employment (Field is insensitive of date format)
- End Date of Employment (Field is insensitive of date format)

If one or more of following fields are not provided, leave them blank.

Examples:

<b>Management Level:</b>	Professional
<b>Status (Regular/Probationary):</b>	Regular
<b>Time Type (Full/Part Time):</b>	Full Time
<b>Start Date of Employment:</b>	01/07/2019
<b>End Date of Employment:</b>	Present

<b>Management Level:</b>	Associate - Intermediate
<b>Status (Regular/Probationary):</b>	Regular
<b>Time Type (Full/Part Time):</b>	Full Time
<b>Start Date of Employment:</b>	01/2019
<b>End Date of Employment:</b>	April 2020

<b>Management Level:</b>	
<b>Status (Regular/Probationary):</b>	Regular
<b>Time Type (Full/Part Time):</b>	Full Time
<b>Start Date of Employment:</b>	01/07/2019
<b>End Date of Employment:</b>	

11.) DO NOT put anything in the VERIFIED INFORMATION field. Leave the fields blank.

VERIFIED INFORMATION

**SAMPLE FILLED-UP FORM:**

From: [Redacted]@[Redacted].com

To: HR Autoresponse

Cc:

Bcc:

Subject: Employment Verification

Attached: sampleatt.docx (11 KB), sampleatt.pdf (207 KB), sampleatt.png (154 KB)



EMPLOYMENT VERIFICATION			
Employee Name:	Last Name	First Name	Middle Name
	De La Cruz	Julian	
Date of Birth:	12/06/1990		
EMPLOYEE'S INFORMATION		VERIFIED INFORMATION	
Company Name:	Concentrix		
Company Address:	Makati City - <u>Glorietta</u>		
Position Title:	Human Resources		
Management Level:	Professional - Intermediate		
Status (Regular/Probationary):	Regular		
Time Type (Full/Part Time):	Full Time		
Start Date of Employment:	01/07/2019		
End Date of Employment:			
Last Salary:	- CONFIDENTIAL: Please refer to the issued COE/Payslip -		

*\*Required information*