

Helpful guidelines on verifying employment:

For Outside Applicants (not currently a City and County of San Francisco employee)

Submit a letter signed and dated by your employer and/or appropriate representative with the following information: your name, dates of employment and job titles, duties performed and average number of hours worked each week. This can be verified with payroll information. Experience can also be verified with signed performance appraisals that include the information listed above. Please note that we consider one year of experience to be 2000 hours worked.

If you meet the minimum qualifications from your job with one employer, you only need to provide verification from that employer. If you gained the required experience by working for more than one employer, you must provide verification that totals the number of qualifying hours listed in the minimum qualifications for the position you are applying to. Resumes are not considered verifying information and cannot be considered.

For City and County of San Francisco Employees

If your qualifying experience is gained by performing duties that are outside your assigned job classification, you must provide verification that duties were assigned and performed. For example, you might submit:

- A copy of your performance appraisal that clearly states the applicable tasks performed and shows supervisor awareness and performance ratings,
- Payroll records (if you received extra pay),
- As a last resort, a letter from you Department Head or an authorized designee that shows all the duties you performed, the average number of hours per week that you performed these additional duties, and how long you have had these duties assigned to you.

For example, if you are in a job class that is not supervisory (you do not supervise other people) but you have been doing supervisory duties, you will need to provide documentation that clearly shows you were performing supervisory duties, what duties you performed and for how much time. This is required because the City's minimum qualification for most jobs includes a particular number of hours of specific work experience you must have to qualify. So, if the job announcement shows that you must have one year or 2000 hours of supervisory experience, you must provide documentation that adds up to 2000 hours of time you have spent doing supervisory tasks.

For all applicants

To verify qualifying education:

Submit a copy of your college transcripts (official or unofficial) and/or your degree.

Links and Other Useful Information

- Civil Service Rules for the City and County of San Francisco: <http://sfgov.org/civilservice/rules>.
- Requirements for written verification: <http://sfdhr.org/index.aspx?page=20#verification>.