

## United States Verification of IBM Employment

Effective December 2021, if an institution or individual requires employment verification in the United States (with or without salary), then the current or former IBM employee can initiate the request. Once the employee consents, IBM can verify employment as appropriate.

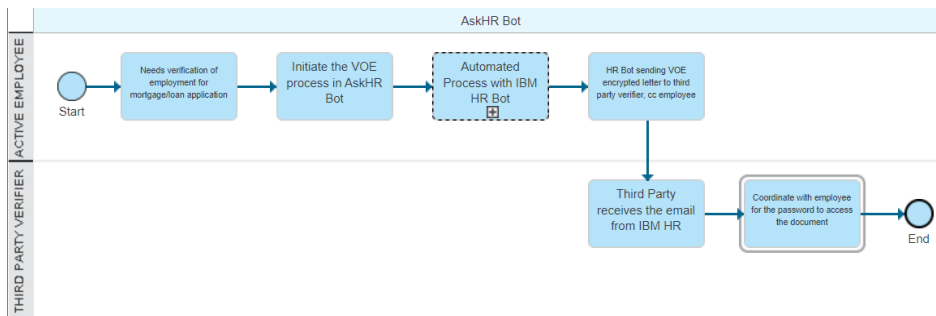
Current employees can initiate the request internally, using IBM's HR Chatbot function. Former employees who have separated, can initiate the request here: <https://ibm.biz/IBMalumni>.

After an **active employee** provides their consent, IBM will create the appropriate letter. The verification letter will be encrypted and sent from this ID: [askhr-noreply@ibm.com](mailto:askhr-noreply@ibm.com) directly to the third-party verifier. The third-party verifier will need to retrieve the encryption key from the IBM employee.

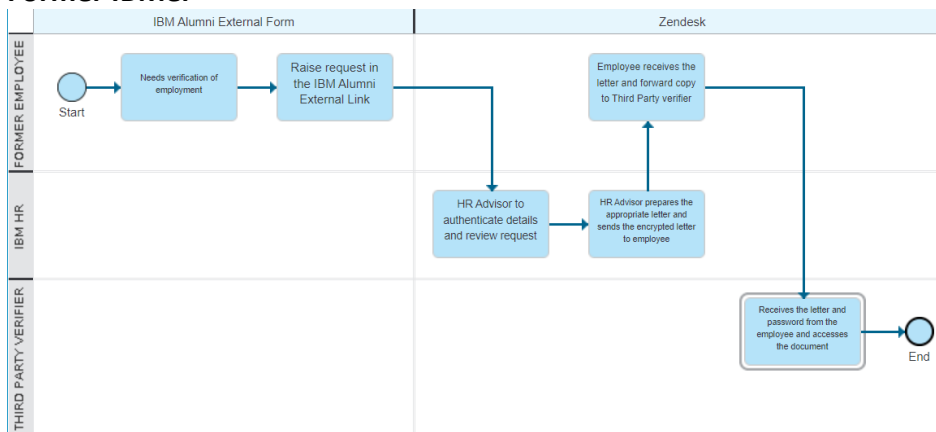
If the request is for a **former IBMer**, once a ticket has been raised by the former IBMer, an HR representative will send the appropriate letter from this ID: [hr@us.ibm.com](mailto:hr@us.ibm.com) to the former IBMer. The former IBMer can then forward to the third-party verifier.

Please see below the process flow for Active and Former IBMers.

### Active IBMer



### Former IBMer



The AskHR team does not provide any information to third-party requesters and only communicates with active or former IBM employees after authentication. Please coordinate with the employee directly to request the employment verification letter.

If you have already received the IBM employment letter from the employee, note that this is part of our new process with Employment Verification and we do not provide alternate ways to provide confirmation or verification of employment aside from this direction. Should you have doubts on the document provided by the employee, you may also ask them to forward the email trail that the letter is indeed from IBM AskHR.