

Pre-Hire Verification Checklist

Work through this against your current hiring process. If you cannot check the first four items, nothing below them is doing what you think it is doing.

IDENTITY FOUNDATION

- ☐ Government-issued ID is authenticated, not merely collected
- ☐ A live capture confirms the person in front of you matches the document
- ☐ Explicit, separate consent is obtained for biometric verification
- ☐ Identity is verified before other checks are commissioned

HISTORY AND CREDENTIALS

- ☐ Employment history verified with employers directly, not candidate-supplied contacts
- ☐ Education verified with the issuing institution
- ☐ Professional licences and certifications confirmed with the regulator
- ☐ Criminal record check run against the verified identity
- ☐ International history checked where the candidate has lived or worked abroad

REFERENCES

- ☐ Reference checks carry fraud controls rather than accepting candidate-supplied contacts at face value
- ☐ Suspicious referee patterns are surfaced and reviewed before the reference is weighed
- ☐ References sought beyond the candidate-supplied list where appropriate

COMPLIANCE

- ☐ Written, informed consent obtained for each category of check
- ☐ Consent language meets PIPEDA and applicable provincial standards
- ☐ AI use disclosed in postings and application forms where required
- ☐ A human reviews every adverse finding before any decision
- ☐ Criminal record findings assessed for job-relatedness under the applicable human rights code
- ☐ Retention and deletion schedules defined and actually followed
- ☐ Data residency confirmed for candidate personal information

ONBOARDING

- ☐ Identity re-verified before system access is granted
- ☐ Payroll and banking identity matched against verified hiring identity
- ☐ Location of company-issued equipment confirmed
- ☐ Escalation path documented and known to the hiring team