

Reference Check / Background Verification

Most organizations today conduct background verification and employer reference checks of candidates who are selected. Some organizations may do verification using an in-house team while others use external companies that specialize in background verification services.

The steps involved in Background checks include:

1. Previous employer verification
 - a. Verification of tenure
 - b. Verification of designation, role & compensation
 - c. Verification of Reporting Manager's name - A reference check is conducted with your previous supervisor (s) to determine your performance and reasons for leaving your job.
 - d. Verification from HR on Exit formalities
2. Address verification
3. Criminal / Police verification
4. Verification of Education Certificates

Once these details are verified and the outcome is positive, you will be asked to complete joining formalities of the new employer. If the outcome is negative, the HR of the new employer will formally inform you of the same and revoke the offer made to you. Please note that the new employer does not stand liable even if you have resigned from your current organization and are now left with no job. This is why it is essential to provide accurate and complete information about your past / current employers, documents to support salary, resignation, relieving, educational qualifications, identification etc. to ensure no discrepancies arise.

A common mistake that candidates make while giving references is that they provide contact details of friends / colleagues who would have worked with them, but who would not have been their direct supervisors. This does not help the new employer in evaluating you as a prospective candidate as they cannot ascertain your performance, strengths, weaknesses etc. which only your direct supervisor would be able to comment upon.