

2026 HIRING MANAGER'S GUIDE

The Genuine Candidate Checklist

26 checks to verify contract IT candidates before you hire, from the first resume screen to day one. Spot fake profiles and proxy interviews early.

4

steps, resume to day one

26

practical checks

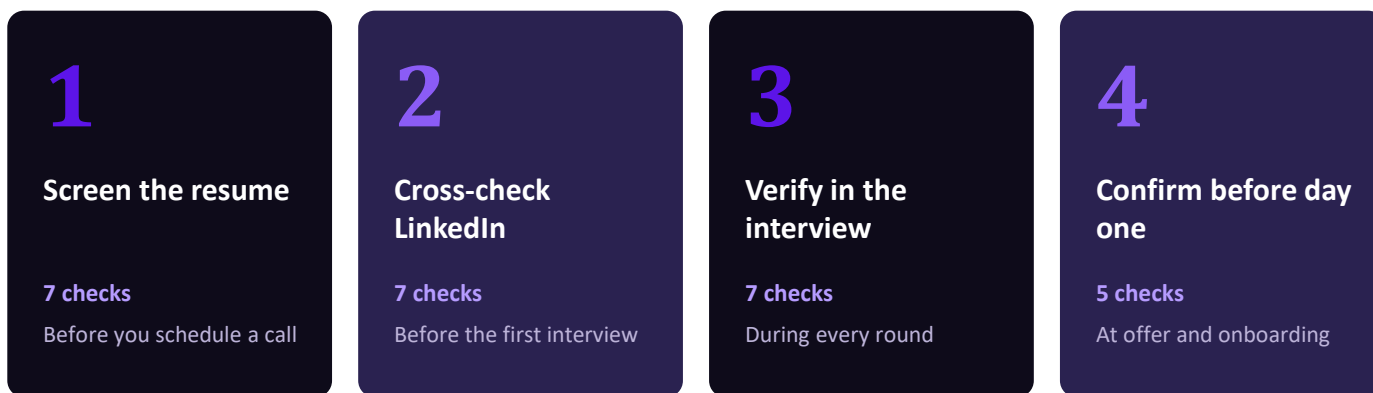
1

printable scorecard

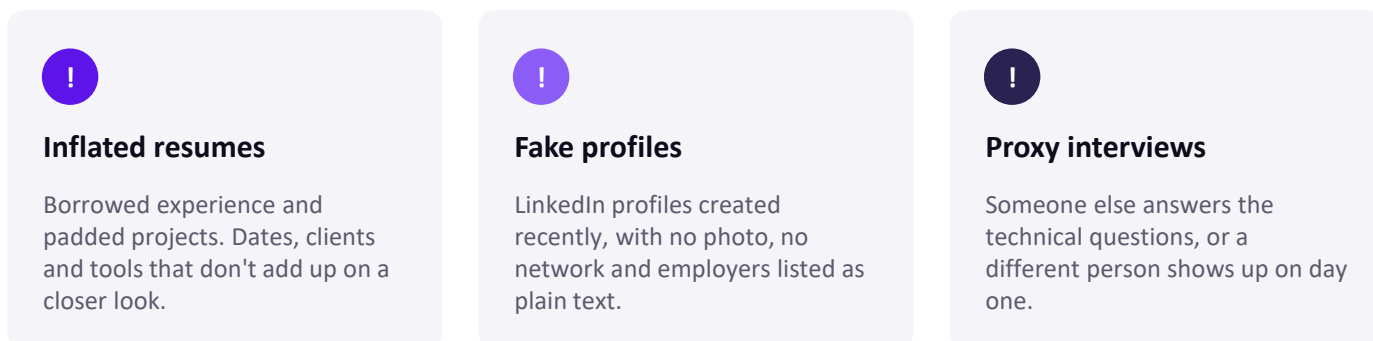
Hire the person you interviewed

Remote hiring has made it easier than ever for candidates to inflate resumes, borrow someone else's experience or send a proxy to the interview. Most of these red flags are visible early if you know where to look. This checklist walks you through four quick steps, so your team can catch problems before they cost you an onboarding cycle.

The four-step check



What to watch for



How to get the most out of it

- **Apply every check to every candidate**, so the process stays fair and consistent.

One red flag isn't a rejection. It's a reason to ask a follow-up question.

Use the scorecard on page 5 to record what you checked and share it with your team.

Share it with your staffing partner. A good partner runs these checks before a resume ever reaches you.

Screen the resume and the profile

STEP 1

Screen the resume

7 checks



Client, location and dates for every project

Each project lists the client name, city/state and start–end dates in month and year. Years-only dates can hide gaps and overlaps.



Role and responsibilities per project

Responsibilities are specific to each project, not the same bullet points copied across every job.



Education with passing year

Degree, institution and passing year are listed, and the timeline lines up with the first job.



Tech stack fits the timeline

No tools claimed before they existed or went mainstream, such as AEM as a Cloud Service before 2020.



No unexplained overlaps

Two full-time projects in different cities at the same time need a clear explanation.



Gaps are explained

Any gap longer than three months has a reason, like a layoff, study or a career break.



Certifications you can verify

Certifications include a credential ID or link you can check on the vendor's site.

Pro tip

Ask for the resume in Word. Its edit history can show when it was rebuilt from someone else's.

STEP 2

Cross-check LinkedIn against the resume

7 checks



Profile has a real photo

A clear profile photo that matches the person you see on the video call.



Check when the profile was created

Open “About this profile” to see the join date. A brand-new profile for a 10-year professional is a red flag.



Client names show company logos

Employers link to real company pages with logos, not plain-text names.



Dates in months and years

Each role shows start and end month and year, just like the resume should.



Projects and durations match the resume

Clients, titles and dates line up with the resume. Small differences are fine. Different stories are not.



Network fits the seniority

A senior architect with 30 connections and no activity deserves a closer look.



Verification badge, if available

LinkedIn's identity or workplace verification badge adds confidence.

Pro tip

Search the candidate's email and phone online. The same details on several resumes is a red flag.

Catch proxies before they start

STEP 3

Verify in the interview

7 checks

**Camera stays on**

The candidate keeps the camera on for the whole call. Repeated “technical issues” are a warning sign.

**Lips and audio are in sync**

Watch for a delay between mouth movement and voice, a common sign of a proxy.

**Answers aren't read off-screen**

Watch for eyes drifting to one side or long pauses before every answer.

**Same person in every round**

Compare face and voice across the recruiter screen, technical round and manager round.

**Project-specific follow-ups**

Ask about team size, their exact role and what went wrong in production on a project from the resume.

**Location questions add up**

If they claim a city, ask about their local time zone, commute or nearby office.

**Live problem-solving**

Ask them to share their screen and work through a real problem, not just describe one.

Pro tip

At the start, ask them to turn their head or raise a hand near their face. Face filters often glitch.

STEP 4

Confirm before day one

5 checks

**Verify employment through official channels**

Confirm past employment with the company's HR or official number, not a contact the candidate gives you.

**References from real managers**

References should be reachable on a company email and confirm what the candidate actually did.

**ID check matches the interviewee**

At the offer stage, confirm on camera that the ID matches the person you interviewed.

**Work authorization verified**

Complete the required work authorization steps (such as Form I-9 and E-Verify) before the start date.

**Day-one identity check**

Make sure the person who logs in on day one is the person you interviewed.

Pro tip

Record which checks were done for each hire. It protects you and makes the next audit easy.

Candidate verification scorecard

Candidate name

Role

Reviewed by

Date

Step	Checks passed	Red flags	Notes
1. Screen the resume	/ 7		
2. Cross-check LinkedIn	/ 7		
3. Verify in the interview	/ 7		
4. Confirm before day one	/ 5		
Total	/ 26		

What the score means

 0 red flags

Proceed

Move to the next step with confidence.

 1–2 red flags

Dig deeper

Ask follow-up questions or request documents before moving on.

 3+ red flags

Pause

Pause the process. Any failed identity check (steps 3 or 4) means stop until it's resolved.

Want candidates who are already verified?

Onwardpath runs these checks on every profile before it reaches you, so your team only interviews genuine, qualified IT consultants. Send us your role and we'll take it from there.

[Onwardpath.com](https://onwardpath.com)

Disclaimer. This checklist is general guidance, not legal advice. Apply checks consistently to every candidate and follow the employment, privacy and anti-discrimination laws that apply to your organization.