

Employment Verification Checklist – Executive Summary (India)

This one-page executive summary provides HR and leadership teams with a concise framework to evaluate whether employment verification processes are strong enough to detect fake experience letters, role inflation, altered tenures, and employment misrepresentation in the Indian hiring ecosystem.

Why Employment Verification Matters

- Employment fraud in India is increasingly sophisticated and difficult to detect through documents alone.
- Surface-level HR email confirmations often create false confidence.
- Robust employment verification reduces bad hires, compliance risk, and attrition.

What Must Be Verified

- Employer authenticity and authorised verification source
- Exact tenure and continuity of employment
- Actual role, designation, and reporting structure
- Employment type (permanent, contractual, third-party payroll)

Key Risk Indicators

- Fake or look-alike HR email domains
- Overlapping employments or unexplained gaps
- Inflated designations or unclear responsibilities
- Employer reluctance to formally confirm details

How HR Should Use This Checklist

- Apply it before finalising hiring decisions
- Escalate cases with multiple discrepancies for deeper verification
- Use it as a preventive control, not a post-hire correction tool

Outcome Classification

- Clear – No discrepancies identified
- Minor Discrepancy – Clarification required
- Major Discrepancy – Risk review recommended

Prepared by Pietos | Employment & Background Verification Services, India

This document is intended for HR, Compliance, and Leadership teams to support risk-aware hiring decisions.
Unauthorised reproduction or distribution is discouraged.

Guidance Note:

If two or more high-risk indicators are present, HR teams are advised to conduct deeper employment verification before proceeding with the hire.

Employment Verification Checklist for HR Teams (India)

This checklist is designed to help HR and hiring teams in India assess whether employment verification is being conducted at a depth sufficient to detect fake experience letters, inflated roles, altered tenures, and other forms of employment misrepresentation.

1. Employer Authentication

- Verify employer legal name and registration details
- Confirm official company domain (avoid free or look-alike domains)
- Ensure the respondent is an authorised HR or company representative
- Avoid verification contacts fully controlled or provided only by the candidate

2. Employment Details Verification

- Confirm exact joining date
- Confirm exact last working date
- Validate continuity of employment
- Cross-check tenure with candidate disclosures

3. Role & Designation Validation

- Validate official designation as per company records
- Confirm actual role and core responsibilities
- Check hierarchy level and reporting structure
- Identify possible role or title inflation

4. Employment Type Confirmation

- Permanent vs contractual employment
- Payroll company confirmation (if third-party payroll)
- Full-time vs consulting or gig engagement

5. Risk Indicators to Review

- Overlapping employment periods across organisations
- Unexplained employment gaps
- Discrepancies between documents and verification responses
- Employer reluctance or refusal to confirm details

Prepared by Pietos | Employment & Background Verification Services, India

This document is intended for HR, Compliance, and Leadership teams to support risk-aware hiring decisions.
Unauthorised reproduction or distribution is discouraged.



6. Verification Outcome Classification

- Clear – No discrepancies identified
- Minor Discrepancy – Clarification or documentation required
- Major Discrepancy – Risk review recommended before hiring decision

Guidance Note:

If more than two sections remain unverified or show discrepancies, deeper employment verification is strongly recommended before finalising hiring decisions.

This checklist is intended for internal HR, compliance, and leadership use to support structured, risk-aware hiring decisions in the Indian employment landscape.

Prepared by Pietos | Employment & Background Verification Services, India

This document is intended for HR, Compliance, and Leadership teams to support risk-aware hiring decisions.
Unauthorised reproduction or distribution is discouraged.