TALENT ENGINEERING ACADEMY

Research Verification and Source Quality

PRACTICE WORKBOOK

Trace material claims, resolve contradictory sources and communicate confidence without inventing certainty.

PATHWAY	Talent Intelligence and Sourcing
LEVEL	Practitioner
EDITION	2026.09
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Free learning. Practical work. Better recruitment.

An education initiative by Vitae.

WORKBOOK GUIDE

Build something useful as you learn.

This workbook turns the course into a practical piece of work you can review, refine and adapt. Print it, annotate it digitally, or use the prompts in your preferred notes tool.

YOUR COURSE DELIVERABLE

A claim ledger and verification protocol.

How to use this workbook

01 Work through the course lessons in order, then complete the matching workbook prompts.

02 Use fictional or properly authorised information. Do not add candidate or client confidential data.

03 Compare your decisions with the self-review guidance. Revise assumptions, gaps and unclear ownership.

04 Keep the finished workbook as evidence of your learning and as a starting point for real work.

BEFORE YOU START

Talent Engineering Fundamentals, or equivalent recruitment experience.

Course page: https://talentengineering.org/courses/research-verification

PART 1

Plan your course deliverable.

Use these planning pages to define what you are producing before you work through the lesson exercises. Return to them as your thinking develops.

WORKSHEET 01

Claim and decision impact

Capture the evidence, decisions, assumptions, owners and next actions that make this section usable.

YOUR WORKING NOTES

WORKSHEET 02

Primary or secondary source

Capture the evidence, decisions, assumptions, owners and next actions that make this section usable.

YOUR WORKING NOTES

WORKSHEET 03

Observation date and effective date

Capture the evidence, decisions, assumptions, owners and next actions that make this section usable.

YOUR WORKING NOTES

WORKSHEET 04

Corroboration and contradictions

Capture the evidence, decisions, assumptions, owners and next actions that make this section usable.

YOUR WORKING NOTES

WORKSHEET 05

Verification status and next check

Capture the evidence, decisions, assumptions, owners and next actions that make this section usable.

YOUR WORKING NOTES

WORKSHEET 06

Correction record and recipients

Capture the evidence, decisions, assumptions, owners and next actions that make this section usable.

YOUR WORKING NOTES

PART 2

Apply each lesson.

Each exercise is designed to turn the lesson into evidence of practice. Complete the task, then use the guidance to challenge your first answer.

LESSON 01 / 04

Classify claims by consequence

YOUR PRACTICE TASK

Rank five fictional claims by decision impact and assign a verification step.

YOUR RESPONSE

FICTIONAL WORKED EXAMPLE

A candidate’s public job title can support an initial research lead. A claim that they hold a mandatory current licence requires checking the relevant evidence before relying on it for eligibility.

SELF-REVIEW GUIDANCE

Give high-consequence claims stronger checks and a clear rule against reliance while unresolved. Do not spend all available time polishing low-impact background facts while leaving essential evidence unchecked.

LESSON 02 / 04

Evaluate source provenance and independence

YOUR PRACTICE TASK

Map the provenance of four fictional sources and identify which are independent.

YOUR RESPONSE

FICTIONAL WORKED EXAMPLE

Three articles repeat the same press release about a new office. They support one originating announcement, not three independently confirmed operational openings. A later company update says the opening was delayed.

SELF-REVIEW GUIDANCE

Show the original source and downstream repetitions. Use the later direct update for current status while preserving the earlier historical announcement. Explain what remains unconfirmed.

LESSON 03 / 04

Resolve contradictions without guessing

YOUR PRACTICE TASK

Resolve a fictional conflicting employment record and draft a respectful verification question.

YOUR RESPONSE

FICTIONAL WORKED EXAMPLE

A profile lists a role as current, while a company page shows a different leader. The researcher records a possible transition and asks a neutral question rather than asserting that the candidate has left or is misrepresenting their history.

SELF-REVIEW GUIDANCE

State the dates and sources, identify possible explanations and avoid accusations. The final brief should remain provisional until an appropriate check confirms the current position.

LESSON 04 / 04

Maintain a correction and refresh process

YOUR PRACTICE TASK

Write a correction plan for one material claim already shared with a panel.

YOUR RESPONSE

FICTIONAL WORKED EXAMPLE

An incorrect qualification appears in a shortlist and an interview pack. The owner corrects both, informs the assessors and checks whether the error affected the screening decision. Editing only the source record would leave the downstream harm unresolved.

SELF-REVIEW GUIDANCE

Identify all affected outputs and decisions, the correction owner and completion evidence. Include how the candidate can confirm the corrected detail. Preserve only the audit information needed under the organisation’s policy.

FINAL REVIEW

Strengthen the work before you use it.

Review the completed workbook as one connected piece of work. The strongest deliverables are internally consistent, explicit about limitations and clear about who decides what happens next.

- ☐ The work distinguishes facts, evidence, assumptions and open questions.
- ☐ Decisions have named owners, dates and review points.
- ☐ Measures connect to the outcome rather than activity alone.
- ☐ Risks, accessibility needs, privacy considerations and limitations are visible.
- ☐ The next action is specific enough for another person to follow.
- ☐ The finished deliverable can be explained in plain language.

FINAL CHANGES AND NEXT ACTIONS

FURTHER READING

Continue with trusted sources.

These sources support further study. A reference does not imply endorsement. Check the current official rules and obtain appropriate professional advice for real legal, financial or regulated decisions.

CIPD: Recruitment

Professional context for the recruitment lifecycle.

https://www.cipd.org/uk/knowledge/factsheets/recruitment-factsheet/

ICO: Recruitment and selection

UK guidance. Check its current status and updates before implementation.

https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/employment/recruitment-and-selection/

ABOUT THIS WORKBOOK

Original educational scenarios. Practical work is self-directed and is not independently assessed. Adapt any method to your context with appropriate review.

Talent Engineering Academy is an education initiative by Vitae.