



HIRING RED FLAGS: HOW TO SPOT RESUME AND BACKGROUND CHECK DISCREPANCIES

Hiring the right employees is critical to your business's success, but how do you spot red flags before making an offer? This resource helps business owners identify common discrepancies in resumes and background checks so they can confidently make informed hiring decisions.

Employment History

What to watch for

- ✗ Unexplained gaps in employment
- ✗ Inconsistent job titles or exaggerated responsibilities
- ✗ Employers that don't exist or can't be verified

How to verify

- 🔍 Contact previous employers directly
- 🔍 Cross-check LinkedIn profiles and other public records
- 🔍 Ask the candidate for clarification on gaps or inconsistencies

Criminal Record

What to watch for

- ✗ Omitted criminal history (when legally allowed to ask)
- ✗ Pattern of offenses relevant to the job role

How to verify

- 🔍 Follow FCRA and state laws when conducting background checks
- 🔍 Allow candidates to dispute any incorrect information

Education and Certification

What to watch for

- ✗ Inflated degrees or credentials
- ✗ Degrees from unaccredited institutions

How to verify

- 🔍 Use a background check provider for education verification
- 🔍 Contact institutions directly if necessary

Reference Check

What to watch for

- ✗ References that can't be reached or don't provide specifics
- ✗ Mismatched job details from what the candidate claimed

How to verify

- 🔍 Ask behavioral questions about past performance
- 🔍 Verify the reference's relationship with the candidate

Behavioral Red Flags During Interviews

What to watch for

- ✗ Evasive answers or inconsistent stories
- ✗ Overly vague or rehearsed responses to key questions

How to verify

- 🔍 Use structured interview questions to compare responses
- 🔍 Press for details if something seems off



TIP: If you notice discrepancies, don't jump to conclusions —give candidates a chance to explain. However, verify all critical details before making a hiring decision.