



# Standard Process for Validating

Review frequency: Annual  
Document written by: HRM Division  
Document written in: December, 2024

  
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## Standard Process for Validating Applicants' Certificates and References

### Purpose:

To ensure the authenticity of certificates and references submitted by applicants to maintain the integrity of the recruitment process at the European School Tbilisi.

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### 1. Collection of Documents

- **Applicant Submits:** Certificates (academic, professional) and references (employment or academic).
- **HR Ensures:** Documents are complete, legible, and from credible sources.

### 2. Screening and Verification

- **HR Checks:** Confirm certificates are from recognized institutions and references are credible.
- **Documents Reviewed:** Diplomas, professional certifications, and referee details.

### 3. Other Verification Methods

- **HR Shall:**
  - Contacts issuing institutions or bodies via email/phone if documents if the documents appear to be invalid.
  - Use online verification platforms where applicable.
  - Email or phone verification with provided references if the document appears to be invalid.
  - Refer to the third-party reference checking services If necessary.

### 4. Cross-Checking for Consistency

- **HR Cross-Checks:** Ensure consistency between certificates, references, CV, and interview responses.
- **Discrepancies:** Investigate and clarify any inconsistencies with the applicant.

### 5. Final Decision

- **Based on Verification:**
- Proceed if documents are verified.
- Clarify discrepancies with the applicant or halt process if needed.

## 6. Documentation Retention

- **Confidentiality:** Store all verification records securely per data privacy policies. Only share with relevant HR personnel.
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