

TWO-PAGE STARTING AID

Before you publish

AI content verification quick checklist

For job listings, company descriptions, and business news. This is a starting aid; use the full guide for evidence, revisions, and corrections.

1. Understand the source

- Define the intended use, audience, and timeframe. Preserve the original draft and proposed final text.
- Open the actual source. Match the employer or organization, role or event, location, and relevant period.
- Record the page title, publisher, exact URL and checked destination, source date when known, precise passage, and actual checker and Arizona time.
- Note conflicts, missing information, and shared origins. Repeated copies of one announcement are not independent confirmation.

2. Check the claims

Keep these judgments separate	Ask
Support	Does the passage support this exact wording and its qualifiers?
Suitability	Is this source appropriate for this particular assertion?
Timeframe	Does the evidence fit the time the item describes?

- Review every consequential claim, including headings, links, numbers, exclusions, and omitted qualifiers.
- Correct and recheck; qualify and recheck; remove and verify removal; or keep the issue unresolved with an owner and next action.
- Compare the entire final draft with the claim inventory again after any full-text edit.

A material issue keeps the item on Hold
Unsupported or partly supported wording, conflicts, unreviewed evidence, unresolved suitability, stale or unknown timeframe, and a correction without recheck block readiness for material or unsure claims. Positive selections and a source URL alone do not clear the issue.

3. Record the decision

- Name the responsible reviewer and record the review time. Account for all material claims. Missing required context remains Work in progress.
- Ready for human approval requires resolved material issues and reasons for any disclosed minor limitations. It is not an automatic approval.
- A named human approves one reviewed revision. Preserve its text, evidence, claims, issues, context, and decision together.
- After any reviewed input changes, preserve the prior snapshot, create a new revision, and reassess. In the workbook, saving and linking those dated copies is manual.

Content-specific checks

Content	Checks that commonly change meaning
Jobs	Employer, tenant and requisition; correct application destination; city and work arrangement; current availability; pay units; required versus preferred qualifications.
Directories	Exact entity; what it builds, sells or merely uses; supported Arizona presence; parent versus subsidiary; planned versus operating sites and products.
News	Who said it; announcement versus event date; proposed versus completed action; amount, denominator and period; conditions and uncertainty.

After review or publication

- Export before leaving or clearing the worksheet. Keep complete JSON, source relationships, and every decision-linked snapshot together. A claims CSV alone is incomplete history.
- For a correction, preserve prior and new wording, evidence, affected content, owner, actual action and time. Check related items and record a notification decision.
- Set a recheck date or trigger with a reason and owner. Keep planned actions separate from completed checks.

Accurate limits are useful results

Missing salary may stay missing. An accurately attributed company claim may be publishable without independent performance proof. A faithful old posting still cannot establish a current vacancy. The worksheet records your judgment; it does not automatically fact-check.

[Full guide](#) | [Worked examples](#) | [Guided review](#)

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