

TWO-PAGE STARTING AID

Before you publish

AI content verification quick checklist

Use this for job listings, company entries, and business news. Start here, then read the full guide for evidence, saved versions, and corrections.

1. Understand the source

- Say what the draft is for, who will read it, and what time it describes. Keep the original and final draft.
- Open the actual source. Match the employer or group, role or event, place, and time.
- Record the title, publisher, web addresses, known source date, exact passage, and who checked it and when. For a non-web source, give a record reference instead of an address.
- Note conflicts and missing facts. Pages that repeat one announcement are not independent proof.

2. Check the claims

Keep these judgments separate	Ask
Support	Does the passage back these exact words, including words that limit the claim?
Suitability	Is this the right source to prove this claim?
Timeframe	Does the evidence fit the date or period?

- Check every claim that could change a reader’s choice. Include headings, links, numbers, exceptions, and missing limits.
- Fix or narrow the claim, then check it again. Or remove it and check that it is gone. If the issue stays open, name an owner and next step.
- After a full-draft edit, read the final draft and check the whole claim list again.

An issue that matters keeps the draft on Hold
Material means an error could change a reader’s choice. Unsure follows the same rules. A claim stays blocked if evidence is missing, partial, conflicting, unchecked, the wrong source, or too old. An unknown date fit or an unchecked fix also blocks it. A positive choice or web address alone does not clear the issue.

3. Record the decision

- Name the reviewer and record the check time. Include all claims that matter. Missing setup details mean Work in progress.
- Before Ready, fix material issues. Explain any minor limits that remain. Ready is not automatic approval.
- A named human approves one checked version. Keep its draft, evidence, claims, issues, context, and decision together.
- After an edit, keep the old saved version, make a new one, and check again. In the workbook, you must save and link dated copies yourself.

Checks for each kind of writing

Content	Facts that can change the meaning
Jobs	Employer and job ID; correct application page; city and work setup; whether it is open now; pay units; required versus preferred skills.
Directories	Exact company; what it makes, sells, or uses; proof of an Arizona presence; parent company or branch; plans versus sites and products in use.
News	Who said it; announcement date versus event date; plans versus completed work; amount, total, and period; conditions and unknowns.

After review or publication

- Choose device saving or a Private session. Keep a separate JSON backup with all linked records and decided versions. A claims CSV alone is not the full history.
- For a correction, keep the old and new words, evidence, affected content, owner, action taken, and time. Check related items. Record who needs to be told.
- Set a date or event to check again. Give a reason and name an owner. Keep plans separate from work done.

Keep unknowns and limits clear

Missing pay may stay missing. You may report what a company claims without saying you proved it. An old job post cannot prove the job is open now. The worksheet records your check. It does not check facts for you.

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

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