

QA Checklist

Basic Info

<input type="checkbox"/>	Prefix and Suffix match education
<input type="checkbox"/>	Complex names or names known to be shortened colloquially also have a Nick Name filled in
<input type="checkbox"/>	Date of Birth is reasonable given the person's education dates or work history length
<input type="checkbox"/>	Date of Birth is in the appropriate format
<input type="checkbox"/>	The appropriate sex/gender is selected
<input type="checkbox"/>	The Minority Candidate box reflects the individual's minority status
<input type="checkbox"/>	User defined tags accurately reflect the individual's background and experience
<input type="checkbox"/>	The photo is appropriately cropped
<input type="checkbox"/>	The photo image is high quality or the only photo available

Contact Info

<input type="checkbox"/>	The work email box is filled in or the individual's email cannot be found
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Career

<input type="checkbox"/>	No titles are shortened or abbreviated (CEO, CFO, SVP, etc)
<input type="checkbox"/>	All titles are appropriately capitalized
<input type="checkbox"/>	The Job Category tag accurately reflects the function and/or title with which it is associated
<input type="checkbox"/>	Start Dates are in the appropriate format
<input type="checkbox"/>	The current box is checked for any current positions
<input type="checkbox"/>	End Dates are in the appropriate format

Descriptions

<input type="checkbox"/>	A description is present (if available).
<input type="checkbox"/>	No grammatical or spelling errors are present
<input type="checkbox"/>	The content corresponds to the position title

Education

<input type="checkbox"/>	Degree level and discipline of study are accurately recorded and capitalized
<input type="checkbox"/>	College/University is indicated and accurately spelled/recorded
<input type="checkbox"/>	Start and Finish Dates make sense given the individual's work history and standard degree timelines

Social Media/Online Content

<input type="checkbox"/>	The URL's for LinkedIn and Facebook are appropriately recorded
<input type="checkbox"/>	The individual's twitter handle includes only text after the "@" (@ not included)

Address

<input type="checkbox"/>	A city and state are recorded (minimum: state)
<input type="checkbox"/>	The location was selected from the drop down menu

Other Content

<input type="checkbox"/>	Titles are appropriately capitalized
<input type="checkbox"/>	Source URL's are accurately recorded
<input type="checkbox"/>	Content is adequately captured