

Selected Candidate List — Background Check Authorization

Role: Senior Data & AI Consultant — Data & AI Advisory Practice **Organisation:** Northbridge Advisory Partners **Date:** Current background-check cycle
Prepared by: Talent Acquisition Lead, Talent Acquisition

Authorization Summary

The following candidates have been approved for background checks based on the screening shortlist recommendation (current shortlist window). Authorization was confirmed by the Practice Head, Data & AI Advisory in the same authorization window.

Candidates Authorized for Background Checks

#	Candidate	Shortlist Outcome	Authorization Status	Notes
1	Candidate A	Strong Match (7/8 criteria met)	Authorized — proceed immediately	Notice period confirmation still pending from candidate
2	Candidate B	Partial Match (3/8 criteria met, 1 partial)	Authorized — conditional	Practice Head approved check to run in parallel with technical assessment; flagged certification renewal as priority verification item
3	Candidate D	Partial Match (4/8 criteria met, 1 partial)	Authorized	Practice Head noted "supervisory GenAI experience may be sufficient — clear background before deciding"

Checks Requested per Candidate

All three candidates require the standard background check package for client-facing consulting roles:

- Criminal record check (UK DBS Basic Disclosure)
- Employment history verification (last 5 years)
- Education verification (highest qualification)
- Professional certification verification
- Credit check (required for roles with access to client financial data)
- Professional reference check (minimum 2 references)

Provider: Sterling Background Checks (approved vendor, contract ref NB-2025-STG-041)

Open Items

1. Candidate A's availability and notice period have not been confirmed — the Talent Acquisition Lead has sent a follow-up email but has not received a reply within the standard follow-up window.
2. The Practice Head's authorization email for Candidate D stated "approved for checks" but did not confirm whether the candidate would proceed to interview regardless of check outcomes or only if checks return clear. The Talent Acquisition Lead has asked for clarification.
3. Candidate B's Azure Data Engineer certification renewal status (flagged in shortlist action items) has not been independently verified prior to requesting checks.