JOB AID · KEEP THIS WHERE YOU CAN SEE IT

The Verify Loop

Four questions to run on any AI-generated answer. Under a minute, once it is habit.

1
Source it
Where is it from?

Can you, or the AI, point to a real, findable source? "Because the AI said so" is not a source.

2
Cross-check it
Does it check out?

Confirm facts, names, dates, numbers, and quotations against one trustworthy source outside the AI. If you cannot find it anywhere else, treat it as unverified.

3
Question the fit
Does it fit?

Does the answer address what you actually asked, or does it only sound like it does? Watch for confident answers to questions the tool cannot know.

4
Own the call
What do I keep?

You decide what to keep, fix, or throw out. The AI produces a draft, never a verdict. The responsibility stays with you.

> **The rule of thumb:** AI is safe when you already know the answer. It is dangerous when it is the one supplying the fact.

GENERALLY SAFE TO TRUST

- Rephrasing something **you** wrote
- Summarizing a document you are about to read yourself
- Drafting a routine email
- Brainstorming options you will judge

ALWAYS VERIFY

- Any **statistic**, even with a citation
- Any **name, date, or source**
- What a **policy, law, or contract** requires
- Code that "looks fine"

THEN DISCLOSE IT

- Say when and how you used AI, and what you verified yourself. Verification plus disclosure is what turns AI use from a shortcut into a professional skill.

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