TALENT ENGINEERING ACADEMY

AI for Recruitment

PRACTICE WORKBOOK

Use AI for bounded recruitment tasks, verify outputs and measure whether it improves the work.

PATHWAY	Recruitment AI, Data and Systems
LEVEL	Foundation
EDITION	2026.09
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Free learning. Practical work. Better recruitment.

An education initiative by Vitae.

WORKBOOK GUIDE

Build something useful as you learn.

This workbook turns the course into a practical piece of work you can review, refine and adapt. Print it, annotate it digitally, or use the prompts in your preferred notes tool.

YOUR COURSE DELIVERABLE

A tested prompt and review checklist for one low-risk recruitment task.

How to use this workbook

01 Work through the course lessons in order, then complete the matching workbook prompts.

02 Use fictional or properly authorised information. Do not add candidate or client confidential data.

03 Compare your decisions with the self-review guidance. Revise assumptions, gaps and unclear ownership.

04 Keep the finished workbook as evidence of your learning and as a starting point for real work.

BEFORE YOU START

Basic familiarity with recruitment work. No coding required.

Course page: https://talentengineering.org/courses/ai-for-recruitment

PART 1

Plan your course deliverable.

Use these planning pages to define what you are producing before you work through the lesson exercises. Return to them as your thinking develops.

WORKSHEET 01

Task and permitted scope

Capture the evidence, decisions, assumptions, owners and next actions that make this section usable.

YOUR WORKING NOTES

WORKSHEET 02

Approved inputs and source references

Capture the evidence, decisions, assumptions, owners and next actions that make this section usable.

YOUR WORKING NOTES

WORKSHEET 03

Output format and uncertainty handling

Capture the evidence, decisions, assumptions, owners and next actions that make this section usable.

YOUR WORKING NOTES

WORKSHEET 04

Human review criteria

Capture the evidence, decisions, assumptions, owners and next actions that make this section usable.

YOUR WORKING NOTES

WORKSHEET 05

Test cases and failure examples

Capture the evidence, decisions, assumptions, owners and next actions that make this section usable.

YOUR WORKING NOTES

WORKSHEET 06

Benefit, correction effort and next decision

Capture the evidence, decisions, assumptions, owners and next actions that make this section usable.

YOUR WORKING NOTES

PART 2

Apply each lesson.

Each exercise is designed to turn the lesson into evidence of practice. Complete the task, then use the guidance to challenge your first answer.

LESSON 01 / 07

Give AI a clear job

YOUR PRACTICE TASK

Write a sourcing prompt for a fictional Head of Quality search. Include permitted evidence, an output format and a rule for handling missing information.

YOUR RESPONSE

LESSON 02 / 07

Check research before using it

YOUR PRACTICE TASK

Create a research table with columns for claim, source, date, confidence and next verification step. Add three fictional claims and explain how you would check them.

YOUR RESPONSE

LESSON 03 / 07

Draft communication people want to read

YOUR PRACTICE TASK

Draft an 80-word message about a fictional specialist search. Underline every factual claim and identify its source. Remove any unsupported claim.

YOUR RESPONSE

LESSON 04 / 07

Match the task to the technology

YOUR PRACTICE TASK

Compare a template, a rule and an AI draft for one fictional recruitment task.

YOUR RESPONSE

FICTIONAL WORKED EXAMPLE

A team asks AI to draft an interview preparation note from confirmed role facts. It does not ask the model to decide who deserves an interview or invent missing compensation information.

SELF-REVIEW GUIDANCE

Explain which part requires flexible language and which part needs deterministic handling. A good task boundary names prohibited inferences and the human decision that remains outside the tool.

LESSON 05 / 07

Build prompts that expose uncertainty

YOUR PRACTICE TASK

Write a prompt for a fictional quality-lead brief and test it with one missing requirement.

YOUR RESPONSE

FICTIONAL WORKED EXAMPLE

A prompt requests a table with criterion, quoted evidence reference, uncertainty and question to ask. When no evidence exists, the required output is not established, rather than a plausible invented example.

SELF-REVIEW GUIDANCE

The output should visibly retain the gap. Include a rule against following instructions embedded in the source document and a reviewer check of every material claim.

LESSON 06 / 07

Review the output against the source

YOUR PRACTICE TASK

Review a fictional summary with one invented claim, one omission and one ambiguous statement.

YOUR RESPONSE

FICTIONAL WORKED EXAMPLE

A summary accurately lists three roles but omits that the most relevant experience was an internship. The reviewer restores context because the omission changes how the evidence could be interpreted.

SELF-REVIEW GUIDANCE

Correct all three using the source. Explain which error has the greatest decision consequence. A readable output should not be approved merely because most statements are accurate.

LESSON 07 / 07

Evaluate the whole assisted workflow

YOUR PRACTICE TASK

Design a five-case pilot and calculate net effort using fictional timings.

YOUR RESPONSE

FICTIONAL WORKED EXAMPLE

Drafting falls from twenty minutes to five, but review rises from three to fifteen. Net effort falls from twenty-three to twenty minutes, a smaller gain than the drafting metric suggests. The team also checks whether error severity changed.

SELF-REVIEW GUIDANCE

Include preparation, review and corrections. State the sample’s limitations and the condition under which you would stop. Do not report only the fastest generated output.

FINAL REVIEW

Strengthen the work before you use it.

Review the completed workbook as one connected piece of work. The strongest deliverables are internally consistent, explicit about limitations and clear about who decides what happens next.

- [ ] The work distinguishes facts, evidence, assumptions and open questions.
- [ ] Decisions have named owners, dates and review points.
- [ ] Measures connect to the outcome rather than activity alone.
- [ ] Risks, accessibility needs, privacy considerations and limitations are visible.
- [ ] The next action is specific enough for another person to follow.
- [ ] The finished deliverable can be explained in plain language.

FINAL CHANGES AND NEXT ACTIONS

FURTHER READING

Continue with trusted sources.

These sources support further study. A reference does not imply endorsement. Check the current official rules and obtain appropriate professional advice for real legal, financial or regulated decisions.

GOV.UK: Responsible AI in recruitment

UK guidance on procuring and deploying recruitment AI.

https://www.gov.uk/government/publications/responsible-ai-in-recruitment-guide/responsible-ai-in-recruitment

NIST: AI Risk Management Framework

Voluntary framework for organising AI risks and controls.

https://www.nist.gov/itl/ai-risk-management-framework

ABOUT THIS WORKBOOK

Original educational scenarios. Practical work is self-directed and is not independently assessed. Adapt any method to your context with appropriate review.

Talent Engineering Academy is an education initiative by Vitae.