TALENT ENGINEERING ACADEMY

Responsible AI in Recruitment

PRACTICE WORKBOOK

Define accountable AI use, map risks and make oversight, transparency and challenge routes operational.

PATHWAY	Recruitment AI, Data and Systems
LEVEL	Practitioner
EDITION	2026.09
UPDATED	2026-09-24

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

An AI use-case register and risk-control plan.

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

Talent Engineering Fundamentals, or equivalent recruitment experience.

Course page: https://talentengineering.org/courses/responsible-ai

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

Purpose, users and affected people

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

YOUR WORKING NOTES

WORKSHEET 02

Decision influence and prohibited uses

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

YOUR WORKING NOTES

WORKSHEET 03

Risks, severity and affected groups

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

YOUR WORKING NOTES

WORKSHEET 04

Controls, owner and evidence

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

YOUR WORKING NOTES

WORKSHEET 05

Human authority and challenge route

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

YOUR WORKING NOTES

WORKSHEET 06

Approval scope and review triggers

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 / 04

Inventory use cases by real influence

YOUR PRACTICE TASK

Create three use-case records with inputs, output influence, owner and prohibited uses.

YOUR RESPONSE

FICTIONAL WORKED EXAMPLE

A tool sold as an assistant is routinely used to rank applicants without independent review. The register describes the actual ranking use, because that is what affects candidates.

SELF-REVIEW GUIDANCE

One record should show a low-consequence drafting task and another a consequential decision support task. Describe actual operation rather than repeating marketing terminology.

LESSON 02 / 04

Map risks to concrete failure scenarios

YOUR PRACTICE TASK

Write five risks for one fictional use case, each with a control and verification method.

YOUR RESPONSE

FICTIONAL WORKED EXAMPLE

A summariser omits career context and makes a candidate appear less experienced. Controls include source-linked claims, reviewer access to originals and sampling for omission, not just a spelling check.

SELF-REVIEW GUIDANCE

Each control should have an owner and observable evidence. Include one risk caused by human overreliance rather than model error alone. State unresolved risks instead of declaring the system risk-free.

LESSON 03 / 04

Make oversight and transparency meaningful

YOUR PRACTICE TASK

Design a reviewer checklist and a candidate-facing explanation for a fictional assistive tool.

YOUR RESPONSE

FICTIONAL WORKED EXAMPLE

A recruiter receives a ranked list with no underlying evidence and thirty seconds to approve it. The redesign provides criterion evidence, removes automatic rejection and gives the reviewer a genuine escalation route.

SELF-REVIEW GUIDANCE

The reviewer must be able to stop or change the action. The explanation should identify purpose and contact route. Avoid the claim that a human click eliminates all risk.

LESSON 04 / 04

Approve a bounded use and revisit it

YOUR PRACTICE TASK

Write an approval record with scope, five conditions and three re-review triggers.

YOUR RESPONSE

FICTIONAL WORKED EXAMPLE

A supplier adds an emotion-scoring feature to an approved transcription product. The old approval does not automatically cover the new feature. The owner disables it pending separate assessment.

SELF-REVIEW GUIDANCE

Include model or feature changes, new data types and serious incidents. State who can suspend the use. A procurement signature is not permanent approval for every future capability.

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

European Commission: AI regulatory framework

Check the current rules, scope and implementation dates for EU operations.

https://digital-strategy.ec.europa.eu/en/policies/regulatory-framework-ai

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.