TALENT ENGINEERING ACADEMY

Recruitment Technology Procurement

PRACTICE WORKBOOK

Turn a real operating need into requirements, evidence-led trials and a credible supplier decision.

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

A requirements matrix, trial scorecard and total-cost comparison.

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/technology-procurement

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

Problem, baseline and alternatives

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

YOUR WORKING NOTES

WORKSHEET 02

Must-have requirements and evidence

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

YOUR WORKING NOTES

WORKSHEET 03

Data, security and integration questions

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

YOUR WORKING NOTES

WORKSHEET 04

Representative trial scenarios

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

YOUR WORKING NOTES

WORKSHEET 05

Total cost and exit plan

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

YOUR WORKING NOTES

WORKSHEET 06

Decision, conditions and review

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

Define the problem and non-software alternatives

YOUR PRACTICE TASK

Write a problem brief with three alternatives, including one without new software.

YOUR RESPONSE

FICTIONAL WORKED EXAMPLE

A team wants an AI scheduler, but the baseline shows most delay comes from managers not reserving interview time. The procurement exercise first tests a working agreement and calendar policy.

SELF-REVIEW GUIDANCE

Each option should address the observed cause. Define a measurable outcome and the evidence needed to justify purchase. Avoid writing requirements as a list of a favourite supplier’s features.

LESSON 02 / 04

Translate needs into verifiable requirements

YOUR PRACTICE TASK

Create eight requirements with priority and verification method.

YOUR RESPONSE

FICTIONAL WORKED EXAMPLE

Instead of supports integrations, the requirement states that a candidate withdrawal must cancel queued outreach and preserve the restriction after record merge. The trial tests that exact behaviour.

SELF-REVIEW GUIDANCE

At least three should cover failure, exit or handling constraints. Mark unsupported claims as unverified and distinguish a future roadmap item from an available feature.

LESSON 03 / 04

Run a representative trial and cost model

YOUR PRACTICE TASK

Build a one-year cost table for two fictional suppliers and a no-purchase option.

YOUR RESPONSE

FICTIONAL WORKED EXAMPLE

A cheap tool requires substantial manual cleanup and lacks usable export. A higher licence price may still have a lower total operating cost, but the comparison states assumptions rather than inventing savings.

SELF-REVIEW GUIDANCE

Show licence, implementation, labour and exit assumptions. Use ranges for uncertain costs. Include trial evidence and do not let a weighted total hide a failed mandatory control.

LESSON 04 / 04

Contract, roll out and plan exit

YOUR PRACTICE TASK

Write a rollout and renewal plan with five acceptance conditions and an exit test.

YOUR RESPONSE

FICTIONAL WORKED EXAMPLE

A supplier changes usage pricing and removes an export field. The owner uses the review and exit plan to assess impact before renewal rather than discovering the dependency during a rushed migration.

SELF-REVIEW GUIDANCE

Name operational owners and the evidence required at each review. Include data return, access removal and continuity during transition. Procurement ends with a maintained service, not merely a signed order.

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.