

Sample AI Hiring Compliance File

A fictional, review-ready example showing how AegisReview turns hiring-tool facts, vendor evidence gaps, notice-readiness materials, assumptions, and next steps into one file for HR, legal, and counsel review.

Demo Company

Prairie Talent Group, a fictional Illinois staffing and recruiting firm.

File Purpose

Organize the first review before legal judgment, vendor follow-up, or operational commitments.

Boundary

Not legal advice, not a bias audit, and not a compliance certification.

Executive Snapshot

FICTIONAL COMPANY

Prairie Talent Group

Illinois staffing and recruiting firm supporting administrative, warehouse, light industrial, customer support, and clinical support hiring workflows.

The company uses multiple hiring systems and wants a clean first file before final HR/legal review.

REVIEW PURPOSE

Organize AI hiring-tool facts, vendor evidence gaps, notice-readiness status, assumptions, and open questions into one review-ready file.

The file is designed for HR, compliance, operations, and employment counsel. It does not decide the legal answer.

Summary metrics

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TOOLS UNDER REVIEW

6

OPEN EVIDENCE ITEMS

3

COUNSEL REVIEW QUESTIONS

Priority read

What is organized: company scope, tool inventory, public signals, internal intake notes, evidence labels, vendor request list, notice-readiness status, and review tracker.

What needs review: vendor AI feature documentation, active settings, human review controls, notice language, delivery records, and annual refresh owner.

Review boundary

This sample is workflow support. It is not legal advice, a legal opinion, a formal audit, a bias-audit certification, or a compliance certification. Final legal conclusions, notices, policy decisions, and customer commitments stay behind HR/legal/counsel approval.

Scope And Data Boundaries

Included in this file

- Free AI Hiring Exposure Check summary.
- Employer-provided hiring-tool intake.
- Tool inventory and use-case grouping.
- Evidence labels and assumptions log.
- Vendor evidence request checklist.
- Notice-readiness matrix.
- Internal workflow tracker.
- Counsel/HR handoff questions.

Excluded from this file

- Applicant resumes or employee personnel files.
- Medical, payroll, bank, tax, SSN, or government ID data.
- Protected-class demographic analysis.
- Vendor model validation or statistical bias audit.
- Final legal interpretation.
- Final notice approval, publication, or delivery.
- Legal communications unless separately approved.

Regulatory currency note

A live customer Snapshot should include a date-stamped regulatory note. Illinois AI employment rulemaking and agency guidance can change. This sample demonstrates file structure and review workflow, not final legal content.

Data handling posture

DATA CATEGORY	SAMPLE TREATMENT	PRODUCTION RULE BEFORE CUSTOMER INTAKE
Company website and public pages	Allowed for public-signal review	Retain source URL, date, and confidence label
Hiring-tool names and vendor notes	Allowed if customer-approved	Store in authenticated workspace with role-based access
Vendor documents	Not used in this synthetic sample	Accept only after DPA/SOW and retention scope are approved
Applicant or employee records	Excluded	Do not accept for first-pass Snapshot unless separately contracted

Evidence Labels

AegisReview keeps findings separated by confidence. The goal is not to sound certain too early. The goal is to show exactly what is known, what is only a signal, what the client reported, and what needs attorney or HR approval.

LABEL	MEANING	OPERATIONAL USE
Confirmed	Employer or vendor documentation supports the tool, workflow, or fact.	Can be included in the active file with source/date.
Public signal	Public website, careers page, vendor page, privacy language, or public materials suggest review is needed.	Use for triage only until confirmed.
Client-reported	Employer says the tool or workflow is used, but supporting evidence is not attached yet.	Ask for documentation or internal confirmation.
Unknown	The tool exists or is suspected, but enabled features and legal relevance are unclear.	Assign a fact-finding task.
Counsel review	The next decision involves legal interpretation, notice language, policy, or customer commitment.	Hold behind HR/legal/counsel approval.
Rejected false positive	The item was reviewed and removed because it is unsupported, stale, generic, or unrelated.	Document why it was excluded.

Example assumptions log

ASSUMPTION	WHY IT EXISTS	NEXT ACTION
Assessment tool may affect candidate screening	Intake notes reference pre-employment assessment workflow	Confirm vendor name, settings, scoring role, and human review step
Interview tool may support evaluation workflow	Interview platform appears in recruiting process	Request vendor AI/automation feature documentation
Applicant notice may be needed	Illinois hiring exposure plus automated workflow signals	Review final obligation and language with counsel

Tool Inventory

TOOL	WORKFLOW	EVIDENCE LABEL	OPEN QUESTION	PRIORITY
Workday Recruiting	ATS, applicant intake, workflow status, recruiter review	Client-reported	Are AI, matching, summaries, or ranking features enabled?	High
HireVue	Structured interview workflow and evaluation support	Client-reported	What automated features are active and what vendor documentation exists?	High
LinkedIn Recruiter	Sourcing, filtering, recommendations, outreach lists	Public signal	How are recommendations used in final recruiter decisions?	Medium
Assessment vendor	Pre-employment role-fit assessment	Unknown	Vendor name, scoring role, validation documentation, and human review step need confirmation.	High
ChatGPT or internal AI assistant	Job description drafts, recruiter messaging, policy summaries	Client-reported	Does internal use touch candidate evaluation or only drafting support?	Medium

Inventory insight

The employer has enough tool visibility to build a first review file without uploading applicant records.

The main issue is not whether every tool is illegal or risky. The issue is that enabled features, vendor evidence, and notice workflow are not yet documented.

Vendor Evidence Gaps

EVIDENCE ITEM	STATUS	ASSIGNED TO	WHY IT MATTERS
Current vendor AI/automation feature description	Missing	HR Ops	Shows whether the tool supports screening, scoring, ranking, summaries, recommendations, or prioritization.
Enabled feature list or admin settings export	Missing	HRIS Admin	Separates tools purchased from features actually enabled.
Human review or override controls	Partial	Recruiting Lead	Shows where people review, modify, approve, or reject automated support.
Bias testing, validation, or adverse-impact materials	Missing	Vendor Owner	Useful for counsel, HR, and procurement review; do not certify sufficiency without counsel.
Model or feature change notification process	Missing	Vendor Owner	Supports future review when vendor features change.
Notice support language from vendor	Requested	HR Compliance	May help draft notice materials, but final wording stays behind review.

Vendor request summary

Send factual documentation requests first. Avoid asking the vendor to decide the employer's legal obligations. Ask what the product does, what features are enabled, what data is used, what human review exists, and what bias/validation materials are available.

Notice Readiness

NOTICE COMPONENT	STATUS	REVIEWER	NOTES
Applicant notice template scaffold	Prepared for review	HR + counsel	Uses confirmed/assumed tool categories only. Final language not approved.
Employee notice template scaffold	Not started	HR + counsel	Needed only if employee-impacting tools are confirmed.
Delivery method	Open	HR Operations	Decide where notice appears and how delivery is retained.
Notice approval log	Internal tracker only	HR + counsel	Operational workflow aid, not represented as a legal record for submission.
Regulatory date stamp	Required	File owner	Live files should state the rule/guidance date used for review.

Template excerpt

Applicant AI Tool Notice - illustrative scaffold only

Prairie Talent Group uses hiring technology to support applicant intake, interview workflow, assessment review, sourcing, and recruiter decision support for selected roles.

Before using this notice, Prairie Talent Group should confirm each tool's role in the hiring process, attach vendor documentation, and approve final language through HR/legal/counsel review.

Do not send template scaffold language to applicants or employees until the customer confirms facts and HR/legal/counsel approves final wording, timing, delivery method, and retention process.

Action Plan And Handoff

Next 7 days

1. Confirm which hiring tools are used for Illinois applicants, employees, or staffing candidates.
2. Pull admin screenshots or exports showing enabled AI/automation features where available.
3. Send vendor evidence requests for AI, ranking, matching, scoring, recommendation, screening, and validation materials.
4. Assign HR/legal/counsel reviewers for notice template scaffolds.
5. Decide whether any tool use should be limited, paused, or documented before expanded use.

Next 30 days

1. Approve a repeatable notice review workflow.
2. Add vendor change-review owner and recurring review cadence.
3. Store approved vendor responses in the compliance file.
4. Update labels from public signal or unknown to confirmed, not applicable, or counsel review.
5. Review final notice or policy language with qualified counsel.

Counsel/HR handoff questions

QUESTION	WHY IT MATTERS
Which tools are actually enabled in Illinois hiring workflows?	Determines scope of review and whether notice language is needed.
Do any tools rank, score, recommend, screen, summarize, or prioritize applicants?	Separates ordinary recordkeeping from higher-risk decision support.
What vendor evidence should be retained?	Defines what belongs in the file and what remains open.
Who approves final notice language?	Creates an explicit approval gate before operational use.
What data should not be stored in AegisReview for this engagement?	Protects applicant/employee data and keeps scope controlled.

Included deliverables

- Snapshot cover summary.
- Tool inventory.
- Evidence label guide.
- Vendor evidence request list.
- Notice-readiness matrix.
- Priority action plan.
- Template scaffold and internal workflow tracker.
- Open counsel/HR questions.
- Review boundary statement.

What makes it useful

- It separates confirmed facts from signals.
- It shows what is missing without pretending to certify sufficiency.
- It gives counsel and HR a cleaner file to review.
- It creates a repeatable process for vendor evidence and notice-readiness.
- It avoids default collection of sensitive applicant or employee records.

Boundary statement

This file is workflow support. It is not legal advice, a legal opinion, a formal audit, a bias-audit certification, or a compliance certification. The employer is responsible for confirming facts, tool usage, vendor settings, applicant/employee notice obligations, and final use of any template materials with qualified counsel or responsible HR/compliance reviewers.

Plain-English close

AegisReview is built to answer the practical first question: what tools are involved, what proof exists, what is missing, what needs review, and what should happen next?