

Sample Counsel Handoff Packet

Combined review packet with report summary, evidence status, notice scaffold, and attorney review questions for a fictional employer.

Company	Prairie Talent Group	File ID	DEMO-PTG-2026-06
Prepared	June 20, 2026	Status	Fictional demo / counsel review required

This sample shows the expected shape of an employer-facing AegisReview handoff. It uses fictional data and is provided to demonstrate layout, evidence separation, review status, and counsel handoff structure.

Executive Summary

Prairie Talent Group is a fictional Illinois staffing and recruiting employer used to demonstrate how AegisReview organizes a first-pass AI hiring compliance file. The sample file separates confirmed facts, public signals, client-reported items, unknowns, and counsel-review decisions.

Tool inventory	Partial	ATS and sourcing systems are identified, but vendor documentation is incomplete.
Vendor evidence	Open gap	AI feature description, bias/validation materials, and human-review details have not been attached.
Notice readiness	Draft only	Template language is prepared as review scaffolding and requires HR/legal/counsel approval.
Retention and audit trail	In progress	Internal owner, review date, and delivery records need to be assigned before operational use.
Counsel handoff	Ready for review	Facts, assumptions, gaps, and questions are packaged for attorney review.

Questions For Counsel

- Which identified tools create notice obligations under Public Act 103-0804 based on current facts?
- What notice content is appropriate while IDHR final rulemaking remains unresolved?
- What vendor evidence should be required before the employer relies on any automated hiring workflow?
- Should the employer treat sourcing or recommendation tools differently from applicant-screening tools?
- What retention period and proof-of-delivery approach should be used for notices and approval records?

Tool Inventory

Tool / vendor	Hiring touchpoint	Evidence status	Next action
Greenhouse ATS	Candidate tracking and workflow records	Client-reported	Confirm AI-enabled features and non-AI modules actually used.
LinkedIn Recruiter	Sourcing and candidate search	Public signal	Confirm whether ranking/recommendation features influence covered decisions.
Calendly	Interview scheduling	Low exposure	Document as administrative unless used to rank, screen, or evaluate candidates.
Assessment vendor TBD	Potential screening or skill assessment	Unknown	Ask HR/procurement whether any pre-hire assessment tool is in use.

Evidence Gaps

Gap	Why it matters	Owner	Status
Vendor AI feature description	Shows whether automation is used to influence or facilitate a covered employment decision.	HR / vendor manager	Request
Human review controls	Helps counsel understand whether decisions remain human-approved.	Recruiting ops	Open
Notice delivery record	Creates proof that notice language was approved and delivered if required.	HR compliance	Open
Rulemaking currency note	IDHR proposed rules have been postponed/withdrawn, so outputs need date-stamped review.	Counsel	Review

Notice Scaffold Summary

A draft applicant notice scaffold is included for review. It is intentionally framed as template language, not a final notice. Counsel should confirm whether each tool or workflow requires notice, what the notice must include, and when it should be delivered.

Output	Current status	Counsel decision needed
Applicant notice scaffold	Prepared for review	Approve, revise, or reject language and timing.
Employee notice scaffold	Not generated in this demo	Determine whether current employee notice is required.
Vendor request list	Prepared	Confirm required vendor documentation and retention expectations.
Approval log	Template only	Confirm whether the internal log should be retained and how it should be labeled.

Operational Next Steps

- Hold customer-facing commitments until counsel has reviewed the file and notice posture.
- Collect vendor documentation before moving any public signal into confirmed status.
- Assign a responsible HR/legal owner for notice, vendor evidence, and review cadence.

- Retain the report, notice version, approval date, delivery method, and supporting documents under the agreed SOW/DPA.

Review boundary. AegisReview provides workflow software, documentation organization, and template scaffolding. It does not provide legal advice, legal opinions, compliance certification, or final notice approval. Final legal determinations, notices, policies, and customer commitments stay with the employer and its legal counsel.