**Responsible AI Considerations**

* **Bias & Fairness**
  + Evaluate accuracy across diverse speech patterns (regional accents, speech impediments, second-language speakers).
  + Monitor for disparities in error rates that could unfairly disadvantage specific groups.
  + Test models regularly with diverse candidate data before deployment.
* **Transparency & Candidate Awareness**
  + Clearly disclose that AI transcription/translation is being used and explain its purpose.
  + Communicate limitations (potential inaccuracies, contextual misinterpretations).
  + Share how transcripts will be used in the decision-making process.
* **Privacy, Consent & Data Security**
  + Obtain informed consent before recording or processing candidate speech.
  + Ensure compliance with relevant data protection laws (GDPR, Australian Privacy Principles).
  + Encrypt stored audio and transcripts; define retention and deletion policies.
  + Restrict access to transcripts to only authorised hiring staff.
* **Human Oversight & Accountability**
  + Treat transcripts as supporting material, not the sole basis for evaluation.
  + Allow human reviewers to validate and correct transcripts or translations.
  + Define accountability for errors — responsibility should remain with the organisation, not outsourced entirely to AI tools.
* **Continuous Monitoring & Improvement**
  + Log errors, candidate feedback, and outcomes to improve future accuracy.
  + Regularly retrain or fine-tune systems on relevant and diverse datasets.
  + Audit for unintended discriminatory patterns.
* **Procurement & Vendor Responsibility**
  + Choose vendors that can demonstrate responsible AI practices.
  + Require transparency on model training data, performance metrics, and bias mitigation.
  + Ensure contractual terms cover liability for inaccuracies or bias.

**Accessibility Considerations**

* **Inclusive Candidate Experience**
  + Provide live captions for candidates who are deaf or hard of hearing.
  + Offer translated transcripts for non-native speakers in their preferred language.
  + Ensure compatibility with screen readers and text-to-speech tools.
* **Flexibility & Candidate Choice**
  + Allow candidates to opt out of AI processing and use alternative methods like human interpreters.
  + Provide multiple communication channels — spoken, written, or sign language.
  + Give candidates the choice to review and correct their transcripts for accuracy.
* **Equitable Assessment**
  + Ensure interviewers are trained to interpret AI outputs carefully, especially when translation errors may alter meaning.
  + Avoid penalising candidates for transcription/translation inaccuracies.
  + Provide consistent accessibility options for all candidates, not just those who request them.
* **Clarity & Comprehension**
  + Supplement transcripts with timestamps for easier navigation.
  + Make transcripts editable and share them with candidates for review.
  + Highlight uncertain or low-confidence translations to avoid misleading interpretations.
* **Universal Design Principles**
  + Implement AI tools as part of a broader accessibility strategy, not as an afterthought.
  + Test tools with users with disabilities to ensure usability.
  + Provide training to hiring managers on inclusive interview practices.