# **AI Recruiting Assistant Functional Flow**

| **#** | **AI Recruiting Assistant Action (Requirement)** | **YES Response** | **NO Response** | **Detailed Description** | **Outcome / Next Step** |
| --- | --- | --- | --- | --- | --- |
| A1 | Clicking on the link, Candidate joins the call | N/A | N/A | Call is connected, or fallback logic applied. |  |
| A2 | Greet & explain School Professionals role | N/A | N/A | Welcome message, info on boroughs, flexibility, 4-day/month rule | Ask if they are interested |
| A3 | Is the applicant interested in this opportunity? | Continue | Politely exit | Candidate confirms this is the type of opportunity they want | Proceed if yes, exit if no |
| A4 | Ask: “How did you hear about us?” | Capture & log input | Capture & log input | Stored in the system under ‘How Heard of Us’ | Move to next step |
| A5 | Able to commute & work in NYC? | Proceed | Relocating: Mark on-hold Not relocating: Reject | Confirms whether candidate is currently commutable to NYC | Proceed / Hold / Reject |
| A6 | Ask: “What is the highest level of education completed?” | Record level (HS, Assoc., Bach, etc.) | Record level (HS, Assoc., Bach, etc.) | Determines eligibility & job role path | Proceed to experience validation |
| A7 | Experience with students (infant to college)? | Go to A8 | Exit – Inform not eligible | Required minimum experience | Continue only if Yes |
| A8 | Experience with students under age 5? | Tag as UPK-eligible, go to A9 | Go to A9 | Required for Pre-K / Early Childhood assignment | Flag if eligible |
| A9 | Experience in a traditional K–12 classroom? | Tag as Teacher, go to A11 | Go to A10 | Determines if they qualify for K–12 teaching roles | Proceed based on experience |
| A10 | Experience in analogous K–College settings (e.g. daycare, camp)? | Tag as Substitute, go to A11 | Go to A11 | Substitute-level experience in non-traditional classroom setting | Continue or inform limited scope |
| A11 | Is relevant experience included in your resume? | Resume Confirmed | Inform resume update needed post-interview | Verifies resume supports experience shared verbally | Continue / Put On Hold |
| A12 | Resume doesn’t match shared experience? | Proceed with flagged note | Place application on-hold | Resume required to reflect actual experience | Resume update must be submitted |
| A13 | Summarize work experience in system | Summary logged | N/A | Save experience into system > Work Experience field | Ready for role coding |
| A14 | (If UPK eligible) Open to 8am–5pm or 9am–6pm shifts? | Proceed | Proceed to A15 | Checks shift timing availability | Required for UPK continuation |
| A15 | Comfortable changing diapers? (If only HS Diploma) | Continue | Disqualify | Required for UPK with only HS qualification | If “No” with HS → ExitIf higher degree → Continue for K–12 only |
| A16 | Inform candidate of role eligibility | Teacher, Tutor, Aide, UPK, Substitute, etc. | N/A | Communicate clearly what roles they qualify for | Proceed to system coding |
| A17 | Code position type | Teacher, Assistant Teacher, UPK Teacher, Tutor, Aide, Substitute | N/A | Based on education & experience | Tag role in the system |
| A18 | Code school type | UPK Program, Early Childhood, Charter, Combination | N/A | Depends on qualifications and role mapping | Final tagging in backend |

# **Compliance**

| **#** | **Detailed Description** | **Technical Feasibility Checklist** | | **Status** |
| --- | --- | --- | --- | --- |
| 1 | Can the system identify inflection, confidence, and tone in the applicant’s voice? |  |  |  |
| A | Can the system identify diction and someone’s ability to understand the language (i.e.  applicant pauses a lot, struggles to find the right words, asks the system to repeat the  question multiple times)? | FALSE |  | Future Consideration |
| B | Can the system decipher and recognize the varying versions of a Yes or No response? (i.e.  Nah, Yep, Mhm, Correct, Nope, etc.)? | TRUE | YES | Planned - Phase 1 |
| C | Can it make determinations based on this (continue or stop the interview)? | TRUE | YES | Planned - Phase 1 |
| 2 | Can it answer questions a person asks throughout the process? |  |  |  |
| A | Can we provide it with stock responses? | TRUE | YES | Planned - Phase 1 |
| B | If it cannot answer the question based on the stock responses, can it identify that, and  provide the applicant with a blanket statement?  i. Can we parse out those unanswered questions, and deliver them separately to the  recruiter so they are made aware prior to connecting with the applicant | TRUE | YES | Planned - Phase 1 |
| C | Can it identify if the person on the other end is a real person or not? | FALSE |  | Future Consideration |
| 3 | Can we feed the system what qualifiable experience is, and can it identify and ask follow up  questions where necessary? |  |  |  |
| A | For example, we do not accept babysitting experience, but welcome daycare experience.  Can the AI identify and parse a nuanced situation like this where the job title was  unacceptable, but the type of organization the experience comes from was acceptable? | TRUE | YES | Planned - Phase 1 |
| 4 | How can we provide feedback to the system down the line? |  |  |  |
| A | For example, if it rejects someone based on answers that we would have moved forward  with them on, how can we program or update that? | TRUE | YES | Planned - Phase 1 |
| 5 | Recruiters set their availability for interviews on a calendar and applicants can be connected with a  recruiter during that time frame. |  |  |  |
| A | Will AI Interviews be scheduled only during business hours on the weekdays so applicants  can be connected with a recruiter immediately after the call? | FALSE |  | Future Consideration |
| B | If no and we will allow them to interview evenings/weekends, how will this be programmed  to connect to the video interview? | FALSE |  | Future Consideration |
| C | For AI phone interviews completed during evening or weekends in which the applicant had a  positive interview and was recommended, will system prompt the applicant at end of  interview to call in/login via a link to resume the interview and connect with a recruiter via  video the next business day between the hours of 9:00 AM and 5:30 PM? | FALSE |  | Future Consideration |
| D | How many interviews is it possible for the AI to complete/conduct at one time? | FALSE |  | Future Consideration |
| E | In the event many applicants complete the phone interview at approximately the same time  and we don’t have enough available recruiters so connect with them immediately for the  video follow up, are applicants placed on a queue where they wait a few minutes until a  recruiter becomes available, or do they need to be scheduled? | FALSE |  | Future Consideration |
| F | If the call for an interview in progress is disconnected, can applicant reconnect and be able  to pick up the interview process where they left off? If so, would the system transition the  conversation effectively once applicant reconnects? | FALSE |  | Future Consideration |