

Business Requirements Document (BRD)

Outbound AI-Powered Recruitment Tool

Executive Summary

This document outlines the business requirements for developing an AI-powered outbound recruitment tool that leverages Retrieval-Augmented Generation (RAG) technology to streamline the hiring process. The system will automate question generation, script creation, candidate evaluation, and reporting for recruiters based on job descriptions provided by clients.

Project Overview

Project Name: Outbound AI Recruitment Assistant

Project Type: AI-powered recruitment automation platform

Department: Human Resources Technology

Sponsor: HR Technology Team

The project aims to develop an intelligent recruitment tool that transforms traditional outbound recruitment processes by integrating artificial intelligence with retrieval-augmented generation capabilities.

Business Objectives

Primary Objectives:

- Reduce recruitment screening time by 75%
- Improve candidate evaluation consistency by 90%
- Enhance recruiter productivity through automated script generation
- Increase client satisfaction with standardized reporting formats
- Minimize human bias in initial candidate assessment

SMART Goals:

- Achieve 86% accuracy rate in candidate-job matching within 6 months
- Process 10,000+ candidate profiles monthly by Q4 2025
- Reduce time-to-hire by 40% for client organizations
- Implement system across 50+ recruiting teams within 12 months

Needs Statement

Current recruitment challenges include:

- Manual resume screening consuming 60-80% of recruiter time
- Inconsistent candidate evaluation methodologies across teams
- Lack of standardized interview scripts leading to subjective assessments
- Time-intensive report generation for clients
- Difficulty in maintaining recruitment quality at scale

The AI-powered outbound recruitment tool addresses these pain points by automating repetitive tasks, standardizing evaluation processes, and providing data-driven insights.

Project Scope

In Scope:

- AI-powered job description analysis and parsing
- Automated interview question generation based on job requirements
- Dynamic script creation for recruiter-candidate interactions
- Real-time candidate rating and scoring system
- Automated report generation with scorecards
- Integration with existing ATS (Applicant Tracking Systems)
- Multi-format document export capabilities
- User authentication and role-based access control

Out of Scope:

- Direct candidate sourcing from job boards
- Video interview analysis capabilities
- Salary negotiation automation
- Background check integrations
- Integration with payroll systems

Functional Requirements

Core Features

1. Job Description Processing

- Parse and analyze client job descriptions
- Extract key skills, qualifications, and requirements
- Identify role-specific competencies and soft skills

- Generate structured requirement profiles

2. Question Generation Engine

- Create role-specific interview questions based on JD analysis
- Generate behavioral and technical assessment queries
- Provide question difficulty levels and scoring criteria
- Support customizable question templates

3. Script Generation System

- Develop personalized conversation scripts for recruiters
- Include opening statements, probing questions, and closing remarks
- Provide response handling guidelines
- Generate follow-up conversation flows

4. Candidate Evaluation Module

- Real-time scoring based on recruiter input
- Multi-dimensional assessment criteria
- Automated candidate ranking system
- Historical performance tracking

5. Reporting and Documentation

- Generate comprehensive candidate scorecards
- Create client-ready assessment reports
- Export reports in multiple formats (PDF, Word, Excel)
- Provide summary analytics and insights

Technical Requirements

Must-Have Features:

- RESTful API architecture for system integrations
- Real-time data processing capabilities
- Secure data handling and storage
- Mobile-responsive web interface
- Multi-tenant architecture supporting multiple clients

Should-Have Features:

- Advanced analytics dashboard
- Custom branding for client reports
- Integration with popular ATS platforms

- Automated email notifications
- Bulk candidate processing capabilities

Could-Have Features:

- Multi-language support
- Advanced AI model fine-tuning options
- Predictive candidate success modeling
- Integration with LinkedIn and other professional networks

Non-Functional Requirements

Performance Requirements:

- System response time under 3 seconds for all operations
- Support for concurrent processing of 1000+ candidates
- 99.9% system uptime availability
- Scalable architecture supporting 50,000+ monthly active users

Security Requirements:

- End-to-end data encryption
- GDPR and privacy compliance
- Role-based access control
- Audit trail logging
- Secure API authentication

Usability Requirements:

- Intuitive user interface requiring minimal training
- Comprehensive user documentation and help system
- Mobile-friendly responsive design
- Accessibility compliance (WCAG 2.1)

Stakeholder Requirements

Primary Stakeholders:

- HR Directors: Need comprehensive candidate insights and reduced hiring time
- Recruiters: Require user-friendly tools and consistent evaluation processes
- Clients: Expect high-quality candidate assessments and detailed reports
- IT Teams: Need secure, scalable, and maintainable system architecture

End Users:

- Senior Recruiters: Advanced features and customization options

- Junior Recruiters: Guided workflows and automated assistance
- HR Managers: Analytics and reporting capabilities
- System Administrators: User management and system configuration tools

Project Schedule

Phase 1 (Months 1-3): Foundation Development

- System architecture design
- Core AI model development
- Basic user interface creation
- Initial RAG implementation

Phase 2 (Months 4-6): Feature Implementation

- Question generation engine
- Script generation system
- Candidate evaluation module
- Basic reporting capabilities

Phase 3 (Months 7-9): Integration and Enhancement

- ATS integrations
- Advanced reporting features
- Performance optimization
- Security implementation

Phase 4 (Months 10-12): Testing and Deployment

- Comprehensive system testing
- User acceptance testing
- Production deployment
- Training and support rollout

Cost-Benefit Analysis

Development Costs:

- Development Team: \$800,000
- AI/ML Infrastructure: \$200,000
- Third-party Licenses: \$100,000
- Testing and QA: \$150,000
- **Total Investment: \$1,250,000**

Expected Benefits:

- Reduced recruitment costs: \$2,000,000 annually
- Improved hiring quality: \$500,000 value
- Increased recruiter productivity: \$1,500,000 value
- **Total Annual Benefits: \$4,000,000**
- **ROI: 220% over 24 months**

Project Constraints

Technical Constraints:

- Must integrate with existing HR technology stack
- Compliance with data protection regulations
- Limited to English language support initially
- Dependency on third-party AI/ML services

Resource Constraints:

- Development team of 8-10 professionals
- 12-month development timeline
- \$1.25M budget allocation
- Existing infrastructure limitations

Business Constraints:

- Must maintain current recruitment quality standards
- Minimal disruption to ongoing recruitment activities
- Training requirements for 200+ end users
- Change management across multiple client organizations

Success Criteria

Quantitative Metrics:

- 75% reduction in initial screening time
- 86% accuracy in candidate-job matching
- 40% improvement in time-to-hire
- 90% user adoption rate within 6 months
- 95% client satisfaction score

Qualitative Metrics:

- Improved consistency in candidate evaluations
- Enhanced recruiter confidence in decision-making
- Streamlined client reporting processes

- Reduced human bias in initial assessments
- Better candidate experience through structured interactions

Risk Assessment

High-Risk Items:

- AI model accuracy and reliability
- Data privacy and security concerns
- Integration complexity with existing systems
- User adoption and change resistance

Mitigation Strategies:

- Extensive AI model testing and validation
- Comprehensive security framework implementation
- Phased rollout with pilot programs
- Dedicated change management and training programs

Approval and Sign-off

This Business Requirements Document requires approval from:

- HR Technology Director
- Chief Information Officer
- Head of Recruitment
- Legal and Compliance Team
- Finance Department

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