User Manual: AI-based Job Application Review & Candidate Shortlisting System

This manual will guide you on how to use a streamlined AI-based Job Application Review & Shortlisting System in full compliance with the EU AI Act.

PROGRAM OVERVIEW

This AI system provides analysis on large volumes of job applications to generate a shortlist of top-ranked candidates. It is designed in compliance with the General Data Protection Regulation (GDPR) and the EU AI Act requirements to ensure unbiased decision-making based on gender, age, and ethnicity.

STEP-BY-STEP GUIDANCE

Step 1: Data Preparation

1. Gather all job applications in a digital format. If any paper-based applications are present, they should be converted into digital format.
2. Redact all information that indicates a candidate's gender, age, or ethnicity from each application. This system relies on qualifications, skills, and experience for the analysis.

Step 2: Data Upload

1. After preparing all the data, use the 'Upload' button on the system dashboard to upload the redacted job applications into the system.

Step 3: Review Analysis

1. Click the 'Start Analysis' button to activate the AI algorithm.

2. The AI system will assess and rank the job applications based on relevancy to the job requirements. This process may take a few minutes, depending upon the volume of applications.

Step 4: Candidate Shortlisting

1. After the analysis is completed, the system will generate a list of top-ranked candidates based on the analysis. Click the 'View Results' button to view the shortlist of top 10 candidates.

USER RESPONSIBILITIES

As per the EU AI Act, the user must ensure:

1. The data uploaded into this system is free of any personal identifiers (PI), including those related to gender, age, and ethnicity.

2. Monitor system outputs regularly to ensure it is operating as intended and not displaying any bias.

3. Handle all data in accordance with the General Data Protection Regulation (GDPR).

FEEDBACK

Your feedback is crucial in improving the performance of our AI system. Please report any unanticipated biases or issues to the tech support team so we can resolve them.

CONTACT INFORMATION

Should you have any queries or require assistance, please contact our Support Team at supports@AIJobReview.com

Note: Always commit to ethical AI use. Using the system for prejudiced candidate selection is unlawful under the EU AI Act.