

Step 1: Document the intended purpose and targeted users:

Clearly document your AI system's intended purpose - to evaluate job applications and shortlist candidates. Furthermore, define the targeted users - recruitment team, HR associates, hiring managers, and so on.

Step 2: Risk assessment and management system:

Establish a risk assessment and management system to identify and mitigate potential risks associated with AI technology use like unfair bias in gender, age, or ethnicity during candidate selection.

Step 3: Emphasize and operationalize fairness:

Ensure your AI is designed and developed to assess candidates based on their skills and experiences, not their age, gender, or ethnicity. Train the system with a diverse dataset that covers a wide range of skill sets, industry experiences, and roles. Mitigate any potential bias in the dataset before training your AI model.

Step 4: Quality of datasets:

According to EU AI Act, high-quality datasets must be used to train AI systems, making sure the system outcomes are not discriminatory. Scrub any personally identifiable information to comply with GDPR and the AI Act.

Step 5: Transparency and informativeness:

Describe your AI system functioning, capabilities, and limitations in a transparent manner to all users. Document and deliver all relevant information to the user, and make sure that users know it's an AI making the decision.

Step 6: Human oversight:

Make sure decisions made by the AI model can be reviewed and corrected by a human if necessary. The system should allow an override option to its users.

Step 7: Accuracy and robustness:

The system must be designed and developed in such a way to prevent it from being influenced by inaccuracies, errors, or vulnerabilities that could affect the candidates' selection. It should also adhere to cybersecurity guidelines to prevent data breaches.

Step 8: Register your AI system:

According to the EU AI Act, high-risk AI systems must be registered in an EU database.

Step 9: Post-market monitoring:

Establish a post-market monitoring system to periodically check if the AI system is operating as intended, and to detect and correct any emerging risks.

Step 10: Record-keeping, logging of activity:

Keep a record of each decision, justification, and other relevant metadata to offer traceability and accountability of the AI system.

Step 11: Inform candidates:

Notify candidates they are evaluated by an AI system and ensure they have the right to express their views, obtain clarification, or challenge decisions made by the AI.

By following these steps, your AI system can be made compliant with the EU AI Act. Remember, the aim is to create a fair, secure, and trustworthy AI application that

respects the rights and freedoms of users.