

The 6-line policy, ready to adopt

AI works for drafting, rewriting and summarising. It breaks when it ranks people or tries to catch them. Six lines cover it, and a team can adopt them this week.

[Company] AI in hiring policy · effective _____ · owner _____

1. **AI drafts scorecards and job ads. Humans decide them.** A model may produce a first draft from the real responsibilities; the hiring manager and the panel agree the final version.
2. **Extraction of facts only.** No AI tool ranks, scores or filters candidates. A model may pull years, stack and locations out of a CV into fields; it may not order the list.
3. **No AI detection tools.** We do not run detectors on written work or interviews. We design questions that survive AI instead.
4. **Tools are allowed in the interview, and this is stated in advance, in writing.** Candidates are asked to explain and defend what they produce.
5. **Every rejection message is approved by a human before it sends.** A model may turn scorecard lines into prose; it may not add anything not in the scorecard, and it never decides the outcome.
6. **We say what we use, if a candidate asks.**

Where it drafts, where it must not decide

USE	ALLOWED	WHY
Scorecard first draft from the role's responsibilities	Yes	A generic draft beats a blank page. The scorecard still comes before the ad, and a human decides it.
Cutting a job ad	Yes	14 required technologies for a role that uses 4; a model cuts that and flags phrases that narrow the pool.
Rejection feedback prose from scorecard lines	Yes, with approval	Only from what is recorded. The prompt forbids adding anything absent from the input.
Structuring your own interview notes	Yes	You wrote the notes, you check the summary, nothing is invented.
Screening or ranking CVs	No	A model prompted on past hires reproduces them, including whatever was wrong with them. You never see the false negatives.
Detecting AI use by candidates	No	Detectors fail hardest on non-native English speakers. A wrong accusation is unrecoverable.

USE	ALLOWED	WHY
Deciding who is rejected	No	Regulated as high risk. Also the one decision a human has to be able to defend.

The legal lines, as of 2026

WHERE	RULE	WHAT IT TOUCHES
New York City	Local Law 144: automated employment decision tools need a yearly bias audit and notice to candidates	Any tool that ranks or scores
EU	AI Act: recruitment and selection systems are high risk	Screening, ranking, evaluation in interviews
UK	UK GDPR Article 22 limits decisions made solely by automated means	Any reject with no human in the loop

Get your own legal read on the policy once, then reuse it. Line 6 costs nothing and answers most of the questions candidates now ask.

The test for a question

If a model can pass your interview, the interview was testing recall. AI did not create that; it made it visible. Hand the candidate a working service with a subtle bug and 40 minutes, all tools allowed, then ask why the fix works, what else it touches, what breaks at double the load, and what the model suggested that they rejected. A pasted fix runs out of answers around the second question.

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