



Suhas Bhairav

# AI Hiring Workflow Guide

**A practical blueprint for AI-enabled hiring  
workflows in HR.**

Deliver scalable AI-assisted hiring workflows with  
measurable outcomes.

**Suhas Bhairav**

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# Job Design & Screening Automation

Define role requirements, standardize job descriptions, and identify AI-enabled screening steps with clear human review points and compliance boundaries.

**Key move** Pilot one job family end-to-end before broad rollout.

## PRACTICAL CHECKLIST

- 01** Create role templates with objectives, required skills, and success metrics.
- 02** Draft inclusive, compliant job descriptions with AI; ensure human review for legality and culture fit.
- 03** Automate resume parsing, keyword matching, and initial scoring using bias-aware prompts.
- 04** Identify data inputs: job specs, resumes, ATS data, and diversity targets.
- 05** Choose tools: ATS with automation, NLP capabilities, and privacy controls.
- 06** Set screening thresholds and clear pass/fail criteria for automation.
- 07** Document ownership, approvals, and audit logs for traceability.

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# Prep, Rubrics & Consistent Evaluation

Generate role-specific interview guides and standardized rubrics with AI. Maintain human oversight for nuanced judgments and fairness.

**Key move** Always route final interview decisions through human judgment with a documented rubric.

## PRACTICAL CHECKLIST

- 01** Create role-specific interview questions and scoring rubrics using AI prompts.
- 02** Standardize evaluation with consistent scoring sheets to reduce interviewer bias.
- 03** Automate invitations, scheduling, and candidate status communications.
- 04** Store interview notes and rubrics in the ATS with versioning.
- 05** Require human review for behavioral insights; let AI suggest but not decide.
- 06** Redact sensitive data in AI prompts to protect privacy.
- 07** Regularly refresh prompts based on outcomes and feedback.

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# Risks, Ownership & Adoption

Define ownership for each step, monitor metrics, and enforce guardrails for privacy, fairness, and compliance.

**Key move**    **Mandatory human sign-off for final hiring decisions.**

## PRACTICAL CHECKLIST

- 01**    Identify risks: bias amplification, privacy, regulatory compliance; mitigate with data minimization.
- 02**    Establish guardrails: explainable prompts, action logs, and bias testing.
- 03**    Secure approvals: HR leadership, compliance, and data privacy sign-offs.
- 04**    Data/tools: ensure ATS data exports, retention policies, encryption, and access controls.
- 05**    Metrics: time-to-fill, cost-per-hire, offer acceptance, hire quality, candidate experience.
- 06**    Ownership: assign HR operations owner and recruiting managers; define SLAs.
- 07**    Adoption plan: weeks 1–2 align stakeholders; weeks 3–4 pilot screening; weeks 5–6 roll out rubrics; weeks 7–8 review metrics and scale.

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## ABOUT THE CREATOR

# Suhas Bhairav

I build AI systems that combine distributed architecture, retrieval, knowledge graphs, security, and practical workflow design. My focus is AI that can be used repeatedly by real teams: understandable, reliable, and grounded in the work people already do.

## EXPERTISE

- Principal systems architecture and applied AI engineering
- Production-grade AI systems, agentic workflows, RAG, and knowledge graphs
- Full-stack workflow applications across AWS, Google Cloud, Azure, on-premise, and hybrid environments
- Practical AI implementation patterns for automotive, manufacturing, finance, logistics, cybersecurity, sales, and customer operations
- Security, governance, observability, approvals, and failure-mode thinking for operational AI systems

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