

Employment AI Inventory

Authoritative register of AI and algorithmic tools affecting recruitment, screening, assessment, interviewing, selection, and hiring.

SIMULATED OPERATING DOCUMENT

Prepared for a fictional employer using synthetic systems and synthetic applicant data. This document is a governance demonstration, not legal advice.

SHOWCASE ARTIFACT

This inventory demonstrates lifecycle visibility, decision influence, ownership, risk tiering, approval status, and a portfolio-ready risk heat map.

1. Inventory register

ID	System	Source	Use case	Stage	Jobs / locations	Inputs	Outputs	Decision influence	Owner	Retention	Tier	Status
EMP-AI-01	ResumeRank	Third-party	Résumé screening & ranking	Application screen	Customer Ops; U.S.; NYC included	Resume, application answers, job profile	0-100 fit score + ranked list	Substantial factor in who receives recruiter review	Talent Acquisition	24 mo	HIGH	HOLD - remediation
EMP-AI-02	MatchFinder	Third-party	Candidate-job matching	Sourcing / matching	Professional roles; U.S.	Candidate profile, skills, preferences	Match suggestions	Influences outreach priorities	Sourcing	12 mo	HIGH	Pilot only
EMP-AI-03	SkillSignal	Third-party	Skills inference	Screening	Tech + operations	Resume text, work samples	Skill taxonomy + confidence	Feeds recruiter screen	Talent Analytics	24 mo	HIGH	Conditional
EMP-AI-04	InterviewAssist	Third-party	Transcription + structured summary	Interview	All corporate roles	Interview audio/transcript	Transcript + factual summary	Reviewer aid only; no score	Talent Acquisition	12 mo	MODERATE	Approved - analysis off
EMP-AI-05	RecruitBot	Third-party	Recruiting chatbot	Pre-application / FAQ	All applicants	Candidate questions; contact data	Answers + routing	No selection decision	Candidate Experience	6 mo	MODERATE	Approved
EMP-AI-06	ScheduleFlow	Third-party	Interview scheduling	Scheduling	All candidates	Calendar availability, time zone	Available slots	Administrative only	Recruiting Ops	90 days	LOW	Approved
EMP-AI-07	JD Copilot	Enterprise GenAI	Job description drafting	Job design	Hiring managers	Draft job content; no candidate data	Draft text	Human-reviewed job ad	HR Operations	30 days	MODERATE	Approved with limits
EMP-AI-08	VideoSense Emotion	Third-party POC	Emotion/personality inference from video/voice	Interview assessment	POC only	Video, voice, facial/behavioral signals	Emotion/personality score	Would influence screening	Innovation Lab	N/A	PROHIBITED	Rejected / disabled
EMP-AI-09	Hiring Insights	Internal analytics	Aggregate funnel analytics	Monitoring	U.S. hiring	ATS events + approved demographic audit file	Group-level rates and trends	Governance analytics only	People Analytics	36 mo	MODERATE	Approved restricted access

2. Risk heat map

Heat-map placement reflects estimated impact if the system fails and likelihood of material harm under the current configuration. Prohibited policy rules override the numeric score.

Impact \ Likelihood	1	2	3	4	5
5				01 08P	
4			02	03	
3		04			
2	09	07	05		
1		06			

Legend: 01-09 = inventory IDs; 08P = prohibited system. Score guide: 1-4 low, 5-8 moderate, 9-14 elevated, 15-25 high. Tiering also considers policy and jurisdictional overrides.

3. Inventory control gaps identified

Gap	Risk	Required action	Owner	Due
EMP-AI-01 baseline disparity signal	Possible discriminatory outcome at screening stage	Suspend production launch; complete mitigation and re-test	Talent Acquisition + Validation	30 days
EMP-AI-02 vendor model-card incomplete	Insufficient transparency for matching factors	Obtain feature/limit documentation and change-control commitment	Procurement	45 days
EMP-AI-03 proxy-feature uncertainty	Skills inference may rely on title prestige and career continuity	Feature audit and job-family validation	People Analytics	45 days
EMP-AI-04 analysis feature bundled	Vendor offers sentiment/personality analytics not approved	Contractually disable; monitor admin controls and release notes	HR + Security	Immediate / ongoing
EMP-AI-08 prohibited POC	Emotion/personality inference conflicts with internal prohibited-use standard	Delete POC data; confirm feature disabled; close vendor trial	Innovation Lab + Privacy	10 days