



Online TA Fundamentals Course Outline

Half Day 2026 - Session 2 - AI in Recruitment, Recruitment Tools, Career Websites

Session	Duration	Delivery	Learning Outcomes
9.00am Welcome Your Why? Ability Levels	15 mins	Welcome and Set Up Your Why Learning Outcomes	
9.15am Module One AI Fundamentals	45 mins	What is AI (and isn't) Typical Failure models Recruitment AI used cases Map	<ul style="list-style-type: none"> • What generative AI is (and isn't) • Typical failure modes: hallucinations, bias amplification, overconfidence, confidentiality leakage • The "Recruitment AI Use Cases Map": where AI helps most vs where risk is highest
10.00 am Break	10 mins		
10.10 am Module Two	(45 mins):	Australia-specific risk, governance and defensibility	<ul style="list-style-type: none"> • Privacy/confidentiality: what you should not put into AI tools (candidate personal information; client confidential data) • Bias/discrimination risk in screening and interviewing • Record-keeping: how to document AI-assisted decisions and keep processes defensible • A "traffic light" policy: Green (safe), Amber (review), Red (don't use) • Ethics in AI
10.55 am Break	5 mins		•
11.00am Module Three	60 minutes	Hands-on prompt labs across the recruitment lifecycle Set Up Groups Testing	<ul style="list-style-type: none"> • Role scoping + competency/criteria design • Ad writing + EVP messaging • Screening questions + structured interview guides • Scorecards + decision summaries
Break	5 mins		
12.05am Module Four	(40 mins):	AI-assisted shortlisting with an existing CV database/folder	<ul style="list-style-type: none"> • Safe workflow: de-identify → structure → evaluate → validate → document • Batch approach: multiple candidates against one role rubric • Quality controls: calibration, adverse impact checks, human verification
12.45 am Module Five	15 mins	Cool Tools For AI	
1.00pm Module Six	30 mins	Artificial Intelligence Strategy Wrap (20 mins): Implementation plan	<ul style="list-style-type: none"> • Create your internal prompt library • "30-day adoption plan" with guardrails • Q&A
1.30 pm		Close	