

How AI Works in AI Interview Analyzer

User Documentation — Article 13, Regulation (EU) 2024/1689

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Classification:	PUBLIC
Date:	08.07.2026

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Document version: 1.0

AI System version: 0.7.0

Date: March 14, 2026

About This Document

This document explains how artificial intelligence (AI) is used in AI Interview Analyzer. It is intended for all users of the system — recruiters who use the application and candidates whose interviews are analyzed.

Under the EU AI Act (Regulation (EU) 2024/1689), providers of high-risk AI systems must provide clear information about how the AI works, its capabilities, and its limitations.

1. What AI Interview Analyzer Does

AI Interview Analyzer helps recruiters evaluate job interviews more efficiently. It uses AI to:

1. **Transcribe interviews** — convert audio recordings to text
2. **Identify speakers** — determine who said what in the conversation
3. **Extract questions and answers** — structure the transcript into a clear Q&A format
4. **Evaluate candidate responses** — score answers against criteria defined by the recruiter
5. **Generate feedback** — draft professional feedback based on the evaluation
6. **Send anonymous developmental feedback** — optionally provide private improvement suggestions to the candidate

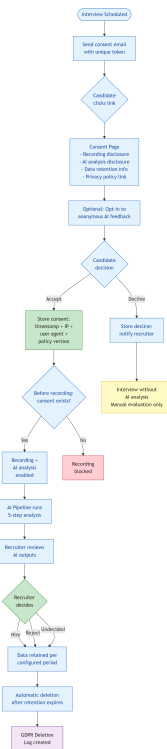
What AI Does NOT Do

- **AI does not make hiring decisions.** All AI outputs are advisory. The recruiter always makes the final hiring decision.
 - **AI does not analyze emotions, personality, or "cultural fit."** It evaluates only the verbal content of answers against specific criteria.
 - **AI does not identify candidates by their voice.** Speaker labeling is anonymous ("Speaker 1", "Speaker 2").
 - **AI does not detect or score based on accent, gender, age, or ethnicity.**
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2. How the AI Process Works

Before the Interview — Consent

Before any recording or AI analysis can begin, the candidate must provide explicit consent. An automated email explains what data will be collected, how AI is used, and the candidate's rights. The interview can only proceed after consent is confirmed.



Step 1: Interview Transcription

When a recruiter uploads an interview recording, the AI converts speech to text using Microsoft Azure Speech Services.

- Supports 24 EU languages
- Identifies different speakers in the conversation
- Provides per-word confidence scores
- The recruiter can view and correct the transcript before proceeding

Step 2: Transcript Analysis

The AI processes the transcript internally, identifying:

- Which statements are questions (from the interviewer)
- Which statements are answers (from the candidate)
- Topic groupings for related Q&A exchanges

This structured data is used internally by the evaluation step — the recruiter does not see the intermediate Q&A structure directly. The recruiter sees the raw transcript and the final evaluation results.

Step 3: Candidate Evaluation

This is the core AI analysis step. The AI evaluates the candidate's answers against **criteria defined by the recruiter**.

Important: The AI does not use its own criteria. The recruiter specifies exactly what to evaluate (e.g., "Technical knowledge of Python", "Communication skills", "Problem-solving ability") and assigns importance weights to each criterion.

For each criterion, the AI provides:

- A **score from 1 to 10** with clear meaning (1 = clearly wrong/fabricated, 5-6 = average, 9-10 = exceptional)
- **Evidence** — references from the transcript that support the score
- **Strengths** — what the candidate demonstrated well

- **Weaknesses** — areas where the candidate was lacking, with severity ratings

The AI is explicitly instructed to:

- Base every score on evidence from the transcript
- Use the full 1-10 range (not cluster around 7)
- Value substance over eloquence
- Flag vague or unverifiable claims

Step 4: Feedback Generation

The AI drafts professional feedback based on the evaluation. This feedback is a **draft** — the recruiter reviews and can edit it before sending to anyone.

Step 5: AI Coach (Optional)

If the candidate opted in during the consent process, AI Coach generates private developmental feedback for the candidate. This feedback:

- Focuses on professional improvement suggestions
- Is **recruiter-invisible** by design (the recruiter never sees the content)
- Does **not** reveal the recruiter's identity or personal notes
- Is validated by a separate AI safety check before sending
- Is clearly marked as AI-generated

3. AI Models Used

Function	AI Service	Provider
Speech-to-text	Azure Speech Services	Microsoft (EU data centers)
Text analysis	GPT-5.4 / GPT-5.2 / GPT-5.2-chat	OpenAI via Microsoft Azure (EU data centers)

Note: AI models are updated as newer versions become available in Azure OpenAI.

4. How Your Data Is Used

For Recruiters

Data	How AI uses it	What you can do
Audio recording	Transcribed to text, then available for review	View, edit, delete
Transcript	Parsed into Q&A, then evaluated	View, edit, re-run evaluation
Evaluation criteria	Used as the basis for scoring	Define, weight, modify
AI scores & analysis	Displayed for your review	View, export, act on (or not)
Feedback draft	Presented for your review and editing	Edit, approve, reject, re-generate

For Candidates

Data	How AI uses it	Your rights
Your interview audio	Transcribed to text	Request access, request deletion
Your transcript	Analyzed against job criteria	Request access, request deletion
AI evaluation of your answers	Used to generate feedback	Request access, request explanation
AI Coach feedback (if opted in)	Sent to your email	Request access, withdraw consent

Your rights under GDPR:

- **Access:** Request a copy of all data we hold about you
- **Deletion:** Request immediate deletion of your data
- **Portability:** Request your data in a machine-readable format
- **Object:** Withdraw consent at any time
- **Explanation:** Request an explanation of how AI was used in your evaluation

5. Limitations You Should Know

For Recruiters

1. **AI scores are recommendations, not decisions.** Always review the evidence citations and verify against the transcript.
2. **Transcription is not perfect.** Background noise, accents, overlapping speech, and specialized terminology may cause errors. Verify the transcript before running the evaluation.
3. **AI may occasionally cite evidence incorrectly.** While the system requires evidence for every score, the AI model may rarely produce quotes that don't exactly match the transcript. Cross-check important findings.
4. **Evaluation quality depends on your criteria.** Specific, well-defined criteria produce better evaluations. Vague criteria like "be good" will produce vague evaluations.
5. **Scores may vary slightly between runs.** Running the same evaluation twice may produce scores that differ by approximately ± 1 point. This is inherent to AI language models.
6. **The system evaluates verbal content only.** Body language, facial expressions, and other non-verbal communication are not assessed.

For Candidates

1. **AI does not decide if you get the job.** The recruiter reviews all AI outputs and makes independent decisions.
2. **You can request an explanation** of how AI was used in your evaluation process.
3. **AI Coach feedback is AI-generated.** If you opt in and receive AI Coach feedback, it was created by AI based on your interview analysis — not written directly by the recruiter, and the recruiter never sees the content. It focuses on professional development.
4. **Your data is automatically deleted** after a configurable retention period (default: 12 months from decision date, overridable per candidate). All interview data is deleted together. You can request earlier deletion at any time.

6. Safety Measures

Three-Layer Safety for AI Coach (private candidate feedback)

Since AI Coach feedback reaches candidates without human review, we apply three independent safety layers:

1. **Architectural isolation:** The recruiter's personal notes are never included in the AI prompt that generates AI Coach feedback. The AI cannot leak what it doesn't receive.

2. **Adversarial testing:** We tested 349 feedback generations under extreme conditions (insulting recruiter notes, vulgarity, personality labels across 5 languages). Zero unsafe feedbacks were generated.

3. **AI guardrail:** Every feedback is checked by a separate AI validation step before sending. If the validation fails, the feedback is regenerated (up to 3 attempts). If all attempts fail, the feedback is **not sent**.

Bias Mitigation

- Candidate names are excluded from the evaluation context to reduce gender/ethnicity bias
- The AI is instructed to evaluate substance over speaking style
- "Cultural fit" is not offered as an evaluation criterion
- Cross-language and gender bias testing is planned (Q2 2026)

7. Your Controls

Recruiter Controls

Action	How
Define what AI evaluates	Set criteria and weights before analysis
Review the transcript	View full transcript alongside analysis
Verify AI evidence	Compare cited quotes with actual transcript
Edit feedback	Modify any AI-drafted text before sending
Delete AI outputs	Remove evaluation, feedback, or entire interview
Choose not to use AI	Import transcript manually, use your own evaluation

Candidate Controls

Action	How
Consent to recording/AI	Accept or decline via consent link before interview
Opt into anonymous feedback	Checkbox during consent process
Request your data	Contact the recruiter or organization
Request deletion	Contact the recruiter or organization
Withdraw consent	Contact the recruiter or organization

8. Contact and Transparency

Provider Information

Field	Value
Provider	AI Interview Analyzer Sp. z o.o.
Address	ul. Jędrusik 6/53, 01-748 Warszawa, Poland
NIP	5253079974
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Regulatory Classification

This system is classified as a **high-risk AI system** under the EU AI Act (Annex III, Area 4(a) — Employment and recruitment). It complies with the requirements of Articles 8–15, including risk management, data governance, transparency, human oversight, and accuracy.

Requesting Information

If you have questions about how AI is used in this system, you can:

1. Review this document
2. Contact the organization that uses AI Interview Analyzer for your interview
3. Contact us directly at the address above

Document prepared by: AI Interview Analyzer Sp. z o.o.

Date: March 14, 2026

This document fulfills the transparency and user instruction requirements of Article 13 of Regulation (EU) 2024/1689.