

AI Sourcing & Tooling Plan

Staffing & Recruitment

Document type: Plan / SOP / strategy / guide · Generated 15 Oct 2026

This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Builds a plan to use AI tools in recruiting — sourcing, matching, screening support, outreach and content — with productivity gains and fairness and privacy guardrails. Use it to adopt AI sensibly. For automation broadly use the Recruitment Workflow Automation tool.

Purpose of this tool & output

Use AI in recruiting responsibly

How the output is used

Use it to use AI in recruiting responsibly — an AI sourcing and tooling plan that speeds sourcing without bias or privacy breach.

Important cautions

AI can speed sourcing, drafting and screening support, but decisions must keep humans in the loop, automated screening must be audited for bias and fairness, and confidential candidate and client data must not be fed into tools without DPDP-compliant safeguards. Verify AI outputs — they can be wrong or biased.

Companion documents

- ATS / CRM Selection Guide
- VMS / Client-Portal Integration
- Recruitment Workflow Automation
- Candidate Data Privacy (DPDP) Plan
- Staffing Analytics Dashboard

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.