

Candidate notice guide

Effective date: October 27, 2026, 12:00 a.m. Saskatchewan time (UTC-6)

This guide is not part of our Terms of Service, and is not legal advice. It gives wording for the notices your organization gives Candidates. Adapt it and have your own advisor check it. Sections 7.6, 7.7 and 7.7A of the Terms of Service say which notices are yours to give.

All roles

1. Plain-language description of the Service. Use this if the law where you operate requires you to name the Service or describe how it works: "We use a resume-screening service provided by Asperadi Solutions Inc. An AI step reads the resume, including the name, to extract details. The provider's software then removes the applicant's name, email, phone, postal address and profile-link user name, and what follows a label for date of birth, age, sex, gender, marital status, nationality, race, ethnicity, religion, citizenship or disability, in English or French, and flags a resume where it cannot confirm that the name, email or phone was removed, or finds that a labelled detail may remain. A language model then assesses the rest of the resume's first 20,000 characters against the job's criteria, and the service may list applications from best to worst. It records no demographic fields, other than an age range used only to check a job's minimum age, and does not reject or advance anyone on its assessment. AI helps screen applications. It does not make hiring decisions."

2. Notice wording you can adapt.

- "We use a screening service provider and an artificial intelligence (AI) tool to help screen and assess applications. The AI tool does not make hiring decisions."
- "An AI step first reads the resume, including the name, to extract details. Before the AI tool assesses a resume, the provider's software removes the applicant's name, email, phone, postal address and profile-link user name, and what follows a label for date of birth, age, sex, gender, marital status, nationality, race, ethnicity, religion, citizenship or disability, in English or French, and flags a resume where it cannot confirm that the name, email or phone was removed, or finds that a labelled detail may remain. The AI tool assesses the rest of the resume's first 20,000 characters. Text after that is not assessed."
- "Our screening service provider stores your information in Canada. Some processing, including the AI steps, may take place in the United States, and requests may pass through its hosting provider's region nearest you. While your information is in the United States, it may be accessible to the courts, law enforcement and national security authorities of that country."
- "We keep applications for [period]. To ask what we hold about you, to ask for a correction, or to raise a concern, contact [privacy contact]. To ask about our use of service providers outside Canada, or to get our policies on them, contact [name or title, contact]."
- If it applies: "We may consider your application for other roles we are recruiting for, and share it with the company we are recruiting for."
- If you accept applications by email: "Applications sent by email are received by our screening service provider on our behalf."

For Ontario postings covered by section 7.7 of the Terms of Service, add the AI-use sentence to the posting itself.

Roles in the United States, and Candidates these laws cover

3. US Roles, and Candidates in Colorado or Connecticut. "We use an artificial intelligence (AI) tool, Asperadi, to help screen applications for this role and decide whom to advance or hire. It assesses the text of the resume you give us against the job's criteria and gives each criterion a rating with a short reason. An AI step first reads the

resume, including your name, to extract details. Before the assessment, the provider's software removes your name, email, phone, postal address and profile-link user name, and what follows a label for date of birth, age, sex, gender, marital status, nationality, race, ethnicity, religion, citizenship or disability, in English or French, from the text. A person on our team makes each hiring decision. The AI tool does not make hiring decisions."

4. What it uses (Connecticut, Colorado). "The tool uses only the resume you send us and the criteria we set for the job. It does not use other sources about you. To ask what it used, to correct your information, or to ask for a person to review a decision, contact [name or title, contact]."

Give items 3 and 4 before the tool is used on an application, for example on the posting or the apply page.

Colorado requires this from January 1, 2027. From October 1, 2027, Connecticut requires it in writing before any decision.

5. Accommodation. "If you need an accommodation, or want to be assessed another way, contact [contact]. If you ask before you apply, apply through [contact] instead, and we will not use the AI tool for your application. If you ask later, a person on our team will assess you another way, without relying on the AI tool's assessment."

6. New York City (if it applies). "If you live in New York City: we use an automated employment decision tool to assess [the qualifications and characteristics in the job criteria]. A summary of its most recent bias audit is at [link]. You may ask for information about the data we collect, its source and our retention policy at [contact]. You may ask for another selection process or an accommodation at [contact]." Give it at least 10 business days before use: in the posting, by email, or on your careers page.

7. After an adverse outcome (Colorado). "We decided [decision] on your application for [role]. We used an AI tool, Asperadi [version], made by Asperadi Solutions Inc., to help assess it. It rated the text of the resume you sent against the job's criteria, and a person on our team made the decision. You can ask for more information about the tool and the data it used, ask us to correct your information, and ask for a person to review the decision again, at [contact]." Send it within 30 days of the decision.