

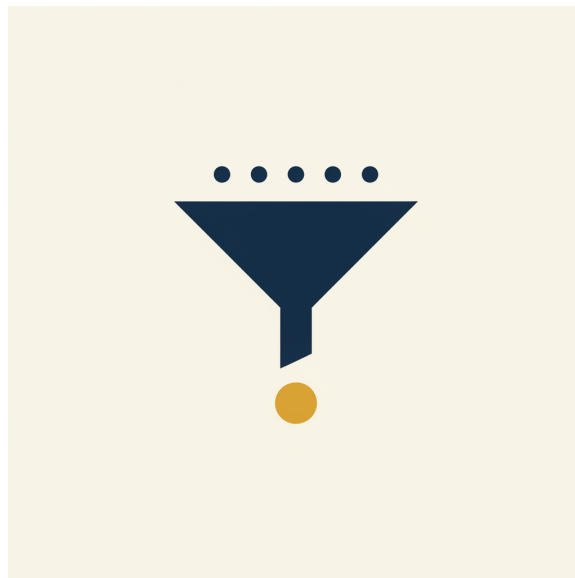


TIER 2 - WORK APPLICATION \* V1.0 -- MAY 2026

# AI FOR HIRING AND INTERVIEWING

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Writing job posts that get the right applicants, structured interview prep, candidate evaluation that doesn't blur after the fifth interview, and the AI-cover-letter problem that's eating early-stage screening. From both sides of the desk.



**BY**

Alex Jahn / Agent Logic

v1.0 -- May 2026

Small-business owners doing their own hiring, hiring managers, and the candidates on the other side of the table -- both sides benefit from understanding the same patterns

15-20 minutes

Free. Forever.

**EDITION**

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*Five more modules in Tier 2:*

## SECTION 1

# Hiring is broken -- on both sides

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## The applicants are using AI; you should know what that means

Pull up any hiring manager's inbox right now and you'll find dozens of resumes that are competent, organized, and roughly identical. The cover letters all hit the same beats. The candidate experience descriptions follow the same arcs. Many of them are AI-assisted or fully AI-generated -- and the candidates aren't hiding it; they assume you're doing the same thing on the screening side.

The hiring landscape changed in 18 months. The old screening signals (clean writing, good structure, no typos) are now useless because AI hands those out for free. The new signals -- actual fit, real experience, genuine motivation -- require you to interview differently than you used to.

This module covers both sides. The hirer's side: how to use AI for the parts of the process that benefit (job post drafting, structured interview prep, candidate-evaluation tracking) without faceplanting on the parts where AI shouldn't be involved (the actual interview, the gut call). The candidate's side: how to use AI without falling into the "perfect resume but no fit" trap.

## What you'll have by page 12

By the end of this primer:

- **The job-post writing workflow** -- turning your real role description into a post that attracts the right people.
- **The interview-prep workflow** -- structured questions and scoring rubrics that survive 5+ candidates without blurring.
- **Candidate evaluation tracking** -- using AI to keep a clean record across 8-15 interviews without contaminating later decisions.
- **The AI-cover-letter problem** -- what to do when 80% of applications are AI-drafted and starting to look identical.
- **For candidates** -- using AI to prep without losing the authenticity that's now the differentiator.
- **The honest limit** -- what AI should never touch in hiring.

**The clean cover letter is no longer a signal. AI hands those out for free. The signal now is what survives the interview when you can't paste your way through. Build the interview around that.**

## SECTION 2

# Writing a job post that gets the right applicants

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## Most job posts are written wrong

The typical job post is a wishlist of "preferred qualifications" -- long, generic, written to look impressive. It attracts a flood of applicants of which 80% don't fit, and the candidates who DO fit are turned off by the generic feel.

The post that works is different. Specific about what the day-to-day actually looks like. Honest about what's good and bad about the role. Clear about what the screening process is going to look like. Short.

### The job-post workflow:

*"I'm writing a job post for [role title]. The role is for my [type of business -- e.g., 5-person carpentry shop]. The actual day-to-day is: [bullet list of what the role does each day]. The challenging parts of the role are: [honest list -- long days, physical work, customer interaction, etc.]. The good parts are: [honest list -- autonomy, learning, pay range]. The wrong person for this role is: [describe -- e.g., someone who needs a lot of supervision]. Write a 250-word job post in plain language that attracts the RIGHT person. Skip the corporate fluff. Specific about day-to-day. Honest about the hard parts."*

The output is dramatically better than a generic "We're seeking a dynamic carpenter to join our team..." post. The candidates who self-select in are the ones who actually want THIS job, not a generic role. The candidates who self-select out save you screening time.

## SECTION 3

# Structured interview prep

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## Why structure matters more than ever

When AI helps candidates write polished cover letters and rehearsed answers, the differentiator becomes the interview itself. But interviews are where most hiring goes wrong -- gut calls based on personal vibe, inconsistent questions across candidates, evaluation blurring after the fifth person.

The fix is structure. Same questions for every candidate, same scoring criteria, written notes during not after. AI helps you build the structure.

### The interview-prep prompt:

*"I'm hiring for [role]. The 5 most important qualities I'm looking for are: [list -- e.g., reliability, problem-solving, customer-facing comfort, physical stamina, willingness to learn]. Generate: 1. 2-3 interview questions per quality (behavioral, not hypothetical -- start with 'Tell me about a time when...') 2. For each question, a scoring rubric (1-5) describing what an excellent answer sounds like vs a weak answer. 3. 2-3 'red flag' patterns to listen for -- answers that sound good but signal a wrong-fit. Format as an interview guide I can use for all candidates."*

Output: a real interview guide. 8-15 questions. Each with a rubric. Each candidate scored on the same scale. By the time you've interviewed 5 people, the structure prevents the blur -- you can compare candidates against the rubric, not against each other's vibe.

## Why behavioral questions over hypothetical

"Tell me about a time when..." (behavioral) is much harder to AI-coach than "How would you handle..." (hypothetical). Hypothetical answers are stories the candidate composed in their head; behavioral answers are stories they actually lived. The follow-up questions ("what was the actual outcome?", "what would you do differently?") expose whether the story is real.

AI can coach a great hypothetical answer. It can't fabricate a behavioral experience that survives 2-3 follow-ups. That's now the differentiator.

### SECTION 4

## Tracking and evaluating across multiple interview

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## The blur problem

After 5-6 interviews in a week, candidates blur. You remember "the one who said something interesting about the apprenticeship" but you can't remember WHICH one. The fix is structured note-taking -- and AI helps consolidate, NOT decide.

### The post-interview pattern:

Right after each interview, 5 minutes:

*"Interview notes from candidate [name/code], applied for [role], interviewed [date]. Walk through: 1. Their score against each of my 5 rubric criteria (I'll dictate brief observations for each). 2. Memorable specifics they said (verbatim if possible). 3. Red flags or strong positives I noticed. 4. Comparison to my mental top-2 so far (without naming them -- I'll do that comparison later). [Dictate your observations]"*

Save the notes. After all candidates are interviewed, you have written records to compare. The "I just liked the third one" gut call is replaced by "candidate C scored 4+ on the three most important criteria; candidate A scored 5s on two but 2s on one critical."

The structured record also protects you legally. If hiring decisions are ever questioned, written contemporaneous notes are dramatically stronger than memory.

## SECTION 5

# The AI-cover-letter problem

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## What to do when 80% of applications look identical

You're getting 50 applications per opening. 80% of cover letters are AI-drafted. They all hit the same beats. You can't tell them apart.

The fix: stop screening on the cover letter. The cover letter has become a meaningless signal. Screen on the things AI can't write for them:

**Screening signals that still work:**

- **Specific in-resume claims that can be probed** -- "Built a custom inventory system at my last role" -> ask them to walk you through it in the interview. AI can write the line; the candidate has to defend it.
- **The 30-second phone screen** -- talk for 30 seconds before any deep interview. Verbal communication is harder to fake than written.
- **Skills tests / work samples** -- for roles where it makes sense (writing roles, technical roles), a 30-minute sample done live is hard to fake.
- **References from people they actually worked for** -- not the "professional reference" they hand-picked. A real prior manager. AI doesn't write references.

What stops being a useful signal:

- A polished cover letter
- A perfectly-formatted resume
- Pre-rehearsed "tell me about yourself" openings
- Standard hypothetical-question answers

## What this means for the candidate side

If you're a candidate using AI: the polished cover letter is now table-stakes, not a differentiator. The interview is where you have to show up as yourself.

Use AI for: resume polish, cover-letter structure, interview-prep questions to practice. Don't use AI for: memorizing answers verbatim, faking experience you don't have, generating "your story" wholesale. The interview will expose the fakery -- and increasingly fast.

The best candidates use AI to PREPARE, then perform their own real experience confidently in the room. The worst candidates use AI to FABRICATE, and the interview catches them.

## SECTION 6

# The honest limit

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Three categories where AI absolutely shouldn't be involved:

- **The actual interview.** Don't have AI listening, summarizing live, or feeding you questions in real-time. The interview is a human exchange. AI listening is creepy, likely illegal in two-party-consent states without disclosure, and damages the candidate-trust signal.

- **The hiring decision itself.** AI can structure your evaluation; the final yes/no is yours. Don't let an AI score determine who you hire. The score is input; the judgment is yours.
- **Discrimination-prone areas.** Anything that touches protected classes (race, gender, age, disability, religion, national origin, etc.) -- be careful with AI. Tools that "screen candidates" automatically have been found to encode discrimination. Manual review of all AI screening output. If you're scaling hiring, talk to an employment attorney about AI use in your jurisdiction.

Within those limits, AI for hiring is one of the most-improved workflows of the past two years. Job posts that attract the right people. Structured interviews that catch fit. Evaluation tracking that prevents the blur. Both sides -- hirers and candidates -- benefit when used correctly.

## SECTION 7

# When NOT to use AI in hiring

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- **Hiring in highly regulated industries** -- healthcare, finance, government -- has additional rules around automated decisions. Default to manual + advisory AI.
- **Internal moves / promotions** -- the data and context are different from external hiring; lean on your relationship knowledge over AI patterns.
- **Hiring a peer or partner** -- that's a relationship decision more than a "fit" decision. Talk to people you trust; don't outsource the read to a chat tool.

## SECTION 8

# Where to go from here

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Five more modules in Tier 2:

- **AI for vendor research and negotiation** -- comparing suppliers, drafting RFPs, structuring negotiations.

**Get the next module the day it drops: [theaiguywi.com/training](https://theaiguywi.com/training)**

If you want this hiring workflow installed across a small business -- job posts shaped to attract the right people, structured interview guides built per role, evaluation tracking adopted -- that's the consulting offer.

**Reach out: [alexanderjahn79@icloud.com](mailto:alexanderjahn79@icloud.com)**

## Closing -- the lock-in line

Hiring is broken because the old signals stopped working. AI handed out clean cover letters for free, and most screening processes hadn't adapted. The fix is structure: better job posts, behavioral interview prep, scored evaluations. AI helps build the structure -- and then it gets out of the way during the actual interview, which is where the decision actually happens.

# 8

## **Eight to fifteen structured questions**

per role. Five rubric criteria. A real behavioral interview as the screening event, not the cover letter. The structured version of hiring produces better outcomes than the "I'll know it when I see it" version.

-- Alex

**Agent Logic --**

Lac, WI. This is module 13 of 18 in Tier 2 (Professional).

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