Candidate notice templates.

Notices to adapt and send to candidates before a testee interview: AI, recording, New York City, Illinois and accommodations.

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Replace everything in [brackets] and delete what doesn't apply. Before every interview testee shows its own AI notice (and the recording notice when you record the camera and screen) and records the candidate's consent; these templates are for what the law asks you, the employer, to tell candidates earlier and in your own name.

Start with the AI interview notice for everyone and add the others where they apply. They're a starting point from Arcolabs OÜ, not legal advice: check them with your adviser.

AI interview notice.

For every candidate: in the invitation email, the job ad or your careers page, before the interview. It also gives the notice of AI use that Illinois' Human Rights Act asks for since 1 January 2026.

About your interview for [job title]

As part of your application to [Company], we invite you to a structured interview on testee, a platform by Arcolabs OÜ. An AI interviewer conducts it. It takes about [N] minutes, and you can take it at a time that suits you before [date].

What happens. The AI interviewer asks the questions our team prepared for the role and follow-up questions, by voice; you can also type your answers instead. The interview has [N] parts: [for example a conversation, a short quiz, a coding task, a

system design on a whiteboard, a role-play, a review task, a written answer]. Each part has a time limit shown on screen.

What is assessed. Your answers are compared with the points our team set for the role, such as [examples]. The AI shows our reviewers which points your answers covered, with quotes. It doesn't assess your emotions, accent, fluency, personality or appearance, or any characteristic protected by law.

Who decides. [Name or role] at [Company] reviews every result and the evidence behind it before any decision. The AI doesn't make hiring decisions. You can ask for a person to review your result at [contact].

[If activity notes are on:] During the interview your browser notes when you leave the interview tab and when you copy or paste (how much, never what). Our reviewers see these notes as context; they aren't proof of anything and don't change your result.

Your data. We record your voice, the transcript and your work in the interview tools. [Company] is responsible for your data; Arcolabs OÜ processes it for us in the European Union, using OpenAI's AI services in the United States. We keep it for [period]. Arcolabs OÜ also counts visits to the interview pages for its own statistics, without cookies and only as totals (Plausible Analytics, in the EU). Our privacy notice: [link]. To access, correct or delete your data, write to [contact].

Adjustments. If you need an adjustment or another way to be assessed, write to [contact]. Asking won't count against you.

Recording notice.

When you turn on camera and screen recording (Settings → Interview monitoring), so candidates can prepare or ask for another way.

Camera and screen recording in your interview

In this interview [Company] records your camera and your entire screen, as well as your voice and the transcript. Before you start, testee shows you what is recorded and asks for your agreement. You'll need a computer: phones and tablets can't share a screen. If screen or camera sharing stops, the interview is hidden until you share again.

Why. So our reviewers can confirm who took the interview and see the work you did. [Add your reason.] No AI analyzes the video, and it isn't scored.

Who sees it. Only people at [Company] involved in this hiring decision. Each viewing is logged.

How long. The recordings are deleted [180] days after the interview. You can ask us to delete them sooner at [contact].

If you'd rather not be recorded on camera, write to [contact] before [date] and we'll offer you [another way to be assessed].

New York City: Local Law 144 notice.

When the coverage score substantially assists your decisions for a job in New York City, or a remote job tied to an office there. Give the notice at least 10 business days before the interview (in the job ad, on your careers page, or by email or mail), and publish your bias audit summary first. To send it by email with testee, paste it under Invitation emails and mark the invitation for a candidate who lives in New York City: the interview then opens 10 business days later. From 1 January 2027 it is also the notice Colorado asks for before an automated decision tool is used.

Notice of use of an automated employment decision tool

[Company] uses testee, an automated employment decision tool, to help assess candidates for [job title]. We're telling you at least 10 business days before you're assessed. To learn more about the tool, how we use it and your rights, see [link] or write to [contact].

What it assesses. These job qualifications and characteristics: [list them, for example the skills and experience the role requires]. An AI interviewer asks you about them, and the tool reports how your answers covered each point, as a coverage score from 0 to 100 and whether the must-have points were covered.

How it's used. [Name or role] reviews every result and the evidence behind it before any decision, together with [your application, other interviews].

Data. The tool uses your name and email address, the recording and transcript of your interview and your work in it. Information about the type of data collected, its source and our retention policy is available at [link], or on written request to [contact]; we'll answer within 30 days.

Bias audit. A summary of the most recent bias audit of this tool, with its date, is at [link].

Alternative or accommodation. You may ask for another selection process or an accommodation by writing to [contact] by [date]. [Describe the alternative, for example a live interview with our team.]

Illinois: AI Video Interview Act notice and consent.

For jobs based in Illinois. The Act is written for video interviews: give this notice and get consent before the interview when you record the camera, and to be safe for every interview. testee's AI analyzes what candidates say and do, never the video.

Notice and consent: AI analysis of your interview

[Company] uses testee, an AI interview platform, for the [job title] position. Before your interview, we're telling you how AI is used and asking for your consent.

AI is used. An AI interviewer conducts the interview, and AI analyzes the recording and transcript of your answers to help us evaluate your application.

How it works and what it evaluates. The AI compares what you say and the work you do with the points [Company] set for the role, such as [examples], and shows our reviewers which points your answers covered, with quotes. It doesn't evaluate your face, appearance, emotions, voice, accent or personality. [If camera recording is on: Your camera is recorded for our reviewers only; no AI analyzes the video.] People at [Company] make the decision.

Who sees it. Only people at [Company] involved in this hiring decision, and those whose expertise or technology is needed to evaluate your application.

Deletion. You can ask us at any time to delete your interview recordings at [contact]. We'll delete them, and have any copies deleted, within 30 days of your request.

Consent. By [signing below / replying "I agree"], you consent to the AI evaluation described above. If you don't consent, tell us at [contact] and we'll [offer another way to be assessed].

Name: _____ Signature: _____ Date: _____

Accommodation offer.

For every candidate, with the invitation, so they know what's there and how to ask for more.

Adjustments for your interview

We want everyone to be able to show what they can do. Every testee interview lets you type your answers instead of speaking (you choose before you start), shows captions of everything said, works from the keyboard, and stops animations when your device is set to reduce motion.

If you need something else, for example more time, a live interview instead, another way to do the drawing or coding parts, or an interpreter, write to [contact] by [date]. You don't need to tell us about a condition or a diagnosis, only what would help.

Asking won't count against you. Only [the people arranging it] will know, and we'll reply within [N] working days.