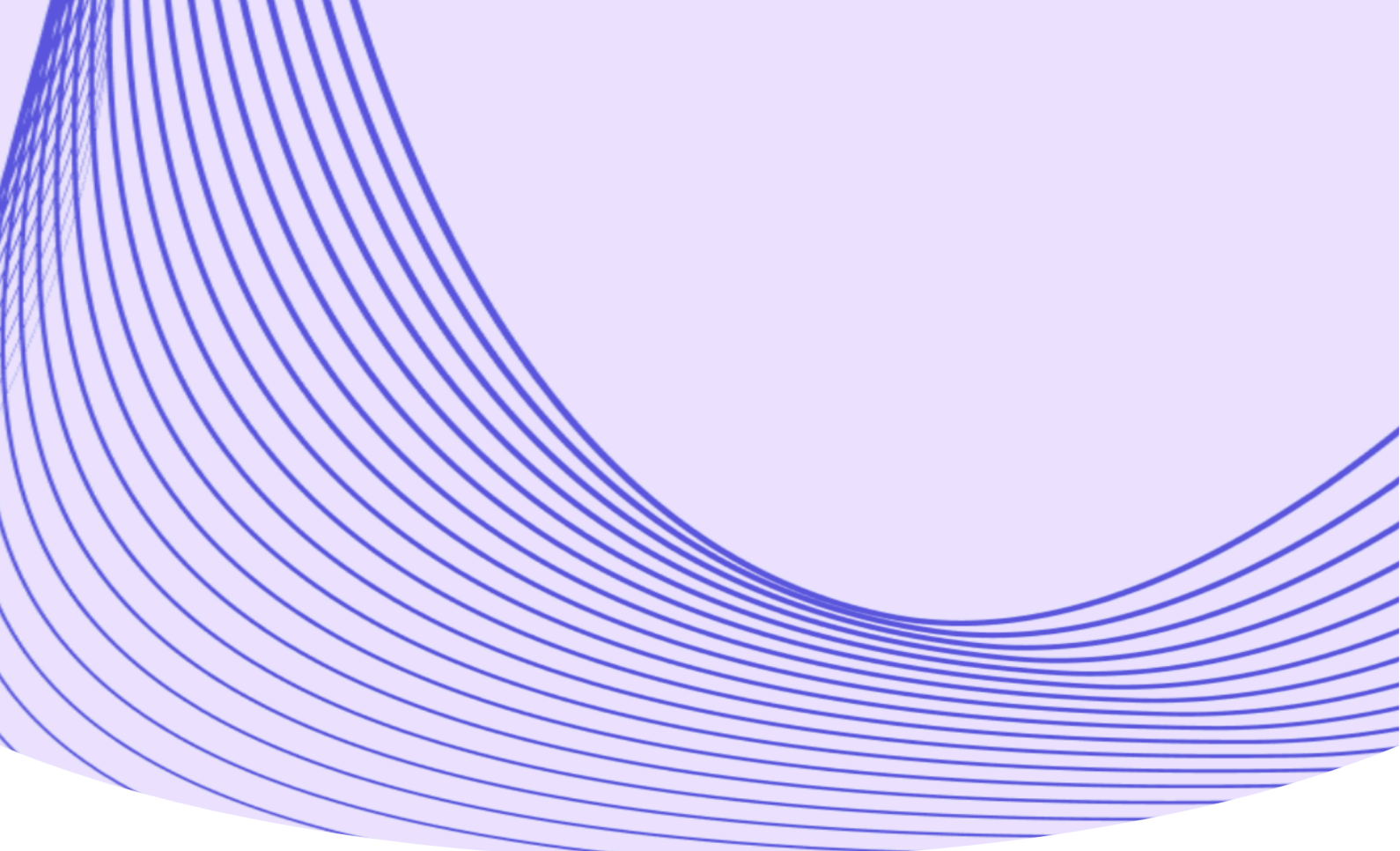




AI Readiness Manager Report

Anonymous Candidate

29/04/2026

Introduction

The world of work is evolving at an unprecedented pace, driven by changing business needs and rapid technological advancements. As organisations invest heavily in AI infrastructure, many are identifying new challenges. Talent management practices are required to adapt to these changing needs, creating a new checklist of requirements for talent they recruit. Many organisations now need people who:

- Can translate broad business problems into specific, solvable AI tasks.
- Understand the fundamental limitations of AI, including hallucinations and algorithmic bias.
- Critically evaluate AI-generated outputs, rather than accepting them blindly.
- Govern data responsibly, recognising ethical and security risks before deploying AI solutions.

Forward-thinking organisations are focusing on hiring people for their underlying AI readiness and critical thinking skillsets. This allows them to adapt to changing technological needs while ensuring that AI integration leads to return on investment, rather than unmanaged corporate risk.

At Sova, we have developed **AI Readiness** to help drive this change. AI Readiness comprises six knowledge areas, based on the genAssess model, which provides a framework for assessing the knowledge required to succeed in a work environment where AI literacy is critical for success.



About the report

Using Sova's AI Readiness assessment, this report provides insight into the knowledge areas in the genAssess AI Readiness model.

The report is split into 4 sections:

- **Key:** This equips you to interpret the scores included within the report correctly by putting them in context.
- **AI Readiness Profile Summary:** This section provides a summary of the scores, with each knowledge area shown. These scores can be interpreted using the key provided on page 4.
- **Overview:** This section includes a written overview of each knowledge area, describing how the candidate compares to the comparison group, based on their assessment scores.
- **Interview Guide:** This section includes interview questions to further probe and evaluate knowledge across each area.

By using this report, you can gain objective and scientific insight into how the individual is likely to demonstrate the knowledge needed to be successful in a work environment which requires AI literacy. This will enable you to make informed, defensible, and equitable decisions about talent selection and development, ensuring your workforce is prepared for the challenges of the future.

Scoring Key

Well below average		Knowledge here is much less developed than most.
Below average		Knowledge here is less developed than many.
Average		Knowledge here is broadly typical of the comparison group.
Above average		Knowledge here is more developed than many.
Well above average		Knowledge here is much more developed than most.

AI Readiness Profile Summary

The **AI Readiness** assessment is based on the six knowledge areas in the genAssess model. These are the areas of knowledge needed to be successful in a work environment in which AI technology will be utilised. By assessing each of these six knowledge areas, we ensure that you have a well-rounded view of candidates' knowledge in relation to AI, with no 'blind spots'. The individual's results for each of these knowledge areas are presented below.



AI Foundations

AI Foundations measures an individual's baseline understanding of what AI is, its core limitations, and its probabilistic nature.



Application & Use Cases

Application & Use Cases assesses the practical ability to match the right AI tool to the right task and frame problems effectively.



Bias, Ethics & Risk

Bias, Ethics & Risk measures awareness of ethical pitfalls, copyright issues, bias detection, and security risks.



Data Quality & Governance

Data Quality & Governance assesses understanding of data lineage, training data cleanliness, and secure data handling.



Human Oversight & Collaboration

Human Oversight & Collaboration assesses the ability to effectively prompt, iteratively refine outputs, and maintain a "human-in-the-loop" mindset.





Output Interpretation & Evaluation

Output Interpretation & Evaluation measures the capacity to identify hallucinations, evaluate accuracy against reliable sources, and apply logical scrutiny.



Overview

AI Foundations

Anonymous has a strong understanding of the fundamentals of what Artificial Intelligence (AI) can and cannot do, including key concepts and terminology. They appear comfortable with foundational concepts such as how generative AI differs from predictive AI, what hallucinations are, and why AI systems can give different answers to the same question. This foundation reduces the likelihood of over-reliance or under-utilisation, making it more likely that Anonymous will adopt AI with realistic expectations.

Application & Use Cases

Anonymous has a strong understanding of how Artificial Intelligence (AI) can be applied successfully in different settings. They are able to identify suitable use cases at task level, weigh up factors such as ROI and prioritisation, and recognise the elements of a responsible deployment. Anonymous is likely to identify suitable opportunities to apply AI technology in the workplace, based on their broad understanding of this topic.

Bias, Ethics & Risk

Anonymous has a strong understanding of the ethical and legal principles of Artificial Intelligence (AI) use. They are able to recognise risks that organisations may expose themselves to when using AI. They understand how risks, including bias and hallucinations, may affect the quality of an AI system's output. Based on their deep knowledge of ethics and risk, Anonymous is likely to ensure potential risks are anticipated and mitigated, when using AI in the workplace.

Data Quality & Governance

Anonymous has a strong understanding of data quality and governance principles in the context of Artificial Intelligence (AI). They recognise the importance of maintaining data integrity, privacy, and compliance when using AI systems, and are aware of the controls used to ensure data is used responsibly. They understand how poor data quality can impact AI outputs and the steps required to mitigate these risks. Anonymous is likely to consistently uphold high standards of data governance when working with AI in the workplace.

Human Oversight & Collaboration

Anonymous has a strong understanding of how humans can collaborate effectively with Artificial Intelligence (AI) systems. They understand how to use prompts effectively and recognise when it is appropriate to intervene and apply their judgement. They understand the limitations of AI systems and actively monitor outputs to maintain quality. Anonymous is likely to consistently apply effective human oversight when working with AI in the workplace.

Output Interpretation & Evaluation

Anonymous has a strong understanding of how to verify and evaluate outputs generated by Artificial Intelligence (AI) systems. They recognise the importance of critically assessing AI outputs and verifying them to ensure they are accurate and relevant. They understand the risks of accepting outputs at face value and take appropriate steps to mitigate these. Anonymous is likely to interpret AI outputs appropriately and consistently apply rigorous evaluation.

Interview Guide

In this section you are provided with interview questions and probes. We recommend allowing around half an hour to cover all six knowledge areas.

AI Foundations

AI Foundations measures an individual's baseline understanding of what AI is, its core limitations, and its probabilistic nature.



Tell me about a time you had to explain the limitations of an AI tool to a colleague or stakeholder.

- How did you ensure they understood what the tool could and couldn't do?
- Did you have any unexpected challenges with how the AI tool worked? How did you identify and address any issues?
- How do you personally stay updated on the rapidly changing capabilities and risks of AI technology?

Notes

Overall rating

Application & Use Cases

Application & Use Cases assesses the practical ability to match the right AI tool to the right task and frame problems effectively.



Tell me about a time you successfully integrated an AI tool into your daily work.

- Can you explain your process for deciding whether a specific workplace task can benefit from AI automation or augmentation?
- When experimenting with AI, were there any tasks which you determined should remain strictly human led?
- What metrics or indicators did you use to measure its success or ROI?

Notes

Overall rating

Bias, Ethics & Risk

Bias, Ethics & Risk measures awareness of ethical pitfalls, copyright issues, bias detection, and security risks.



Tell me about a time you identified a potential ethical or security risk with an AI tool or its output.

- How did you identify that risk?
- What actions did you then take?
- When reviewing an AI model's output, what specific steps do you take to actively check for and manage bias?

Notes

Overall rating

Data Quality & Governance

Data Quality & Governance assesses understanding of data lineage, training data cleanliness, and secure data handling.



Tell me about a time when you identified that poor data quality could negatively impact an AI output.

- How did you identify this?
- How did you troubleshoot and resolve the issue?
- How do you evaluate the quality and representativeness of the data you are feeding into an AI system or prompt?

Notes

Overall rating

Human Oversight & Collaboration

Human Oversight & Collaboration assesses the ability to effectively prompt, iteratively refine outputs, and maintain a "human-in-the-loop" mindset.



Describe a situation in which you had to balance an AI's input with your own professional judgement. How did you approach providing this oversight?

- In your view, at what stages of an AI-assisted workflow is human oversight absolutely non-negotiable?
- Did you use any strategies, as part of your prompting, to improve or refine the AI's outputs?
- How do you maintain personal accountability for a final product or decision when a significant portion of the work was generated by AI?

Notes

Overall rating

Output Interpretation & Evaluation

Output Interpretation & Evaluation measures the capacity to identify hallucinations, evaluate accuracy against reliable sources, and apply logical scrutiny.



Tell me about a time you identified a plausible-sounding but completely incorrect output (sometimes known as a “hallucination”) from an AI.

- How did you identify this issue?
- What was your process for fact-checking it?
- Beyond basic factual accuracy, what criteria do you use to evaluate the quality, tone, and professional standard of AI-generated content?

Notes

Overall rating

CANDIDATE NAME		DATE	
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INTERVIEWER NAME(S)		ROLE	
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KNOWLEDGE AREAS	RATINGS
AI Foundations	
Application & Use Cases	
Bias, Ethics & Risk	
Data Quality & Governance	
Human Oversight & Collaboration	
Output Interpretation & Evaluation	

Excellent knowledge and experience		Acceptable knowledge and experience		Insufficient knowledge and experience	
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Overall summary notes