

# SafeHire AI Instructions

## Overview

SafeHire AI is an offline recruitment analysis tool that compares job postings with candidate documents (CVs and cover letters) using local AI models. It runs entirely on your computer, keeps all data private, and produces structured assessments that can be reviewed in the app and exported to Excel.

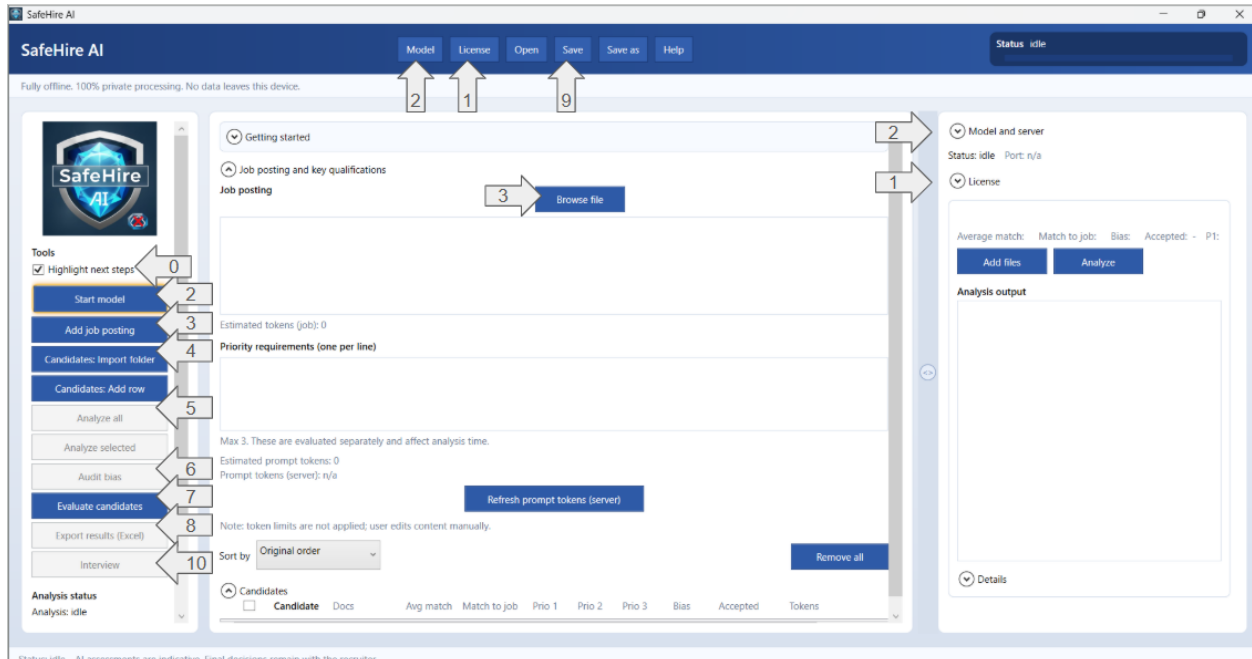


Image 1. The main window of SafeHire AI

## Quick start

<<<<< Download the .zip -file > Right click > Extract all > Open the SafeHireAI -folder > Double click SafeHireAI.exe >>>>

### 0. Highlight next steps

- Activate: This guides you through the app's main functionalities

### 1. Activate license

- Open the app first. It will get you the device fingerprint as text to buy the license. Note! c. Open the app from the location you want to run it. The license is tied to the memory device.
- Buy the license: Select the license you want to buy and give the fingerprint (copy the line of characters from the app) → You will receive the license file and code

- Open the app and browse for the license -file or give the license identification character line
2. Run a model
    - First select a model from the right column (Llama 3b, Mistral 7b, Llama 8b, Gemma 9b)
    - Select “Use GPU” if you have separate Graphics card. This can make the analysis multiple times faster.
    - Click “Start model”: The mode uploads into computers RAM or GPU and is ready for use.
  3. Add job posting
    - Copy the job posting text or Browse a file where it can be found
    - Limit the text to include only relevant parts of the posting. This will make the analysis faster and ensure the model focuses on correct things
    - You can also add priority requirements that will be separately evaluated (e.g. “leadership experience” or “accounting”).
  4. Add candidate data
    - Use Import multiple candidates to import the all the candidates data (CV’s, Cover letters etc.) by selecting the folder location. All candidates data can be all in one folder, or each candidate can have their own folders.
  5. Analyze
    - Use “Analyze all” -function to evaluate all candidates
    - The analysis will take 1-3 min/ candidate (Tip. Use prevent sleep to run the analysis after office hours)
  6. Evaluate bias
    - Use “Bias analysis” to make sure AI has made the evaluation without discriminating the candidates
    - Inspect the rows that have discrimination term or context hits
  7. Evaluate candidates
    - Check candidate analysis results and candidate documents side by side
    - Make candidate ranking
    - Accept the result to indicate inspection, and/or write notes
    - Each candidate has Match and priority requirements indicated as %. Candidate strengths and weaknesses evaluated with candidate summary.
  8. Export results
    - Export results and comments as excel -file
  9. Save
    - Save your session\*

*\*Note that the software also saves log files for each analyse by EU AI Act requirement.*

## 10. Interview tools

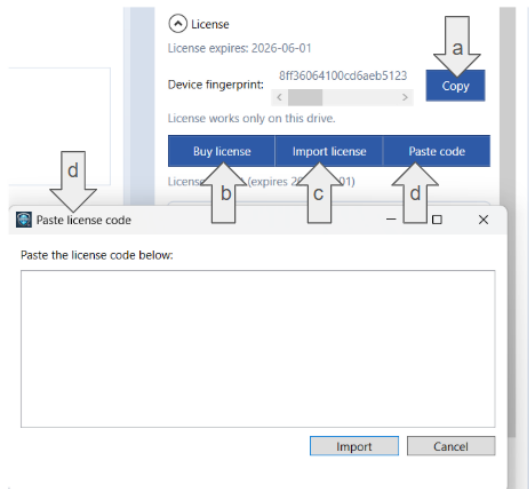
- Select candidates & draft relevant interview questions with the help of AI

# Instructions

<<<<< Download the .zip -file > Right click > Extract all > Open the SafeHireAI -folder > Double click SafeHireAI.exe >>>>>

## Activating your license

(for beta testers activation is not needed)



- Open the app and go to License section on right
- a. Copy the Device fingerprint.
- b. Purchase a license for that fingerprint from [privateaisolutions.org](https://privateaisolutions.org)
- c. Import the license file via Import license (or paste a code (d.)).
- Once the license is loaded, your tier and expiry date will appear.

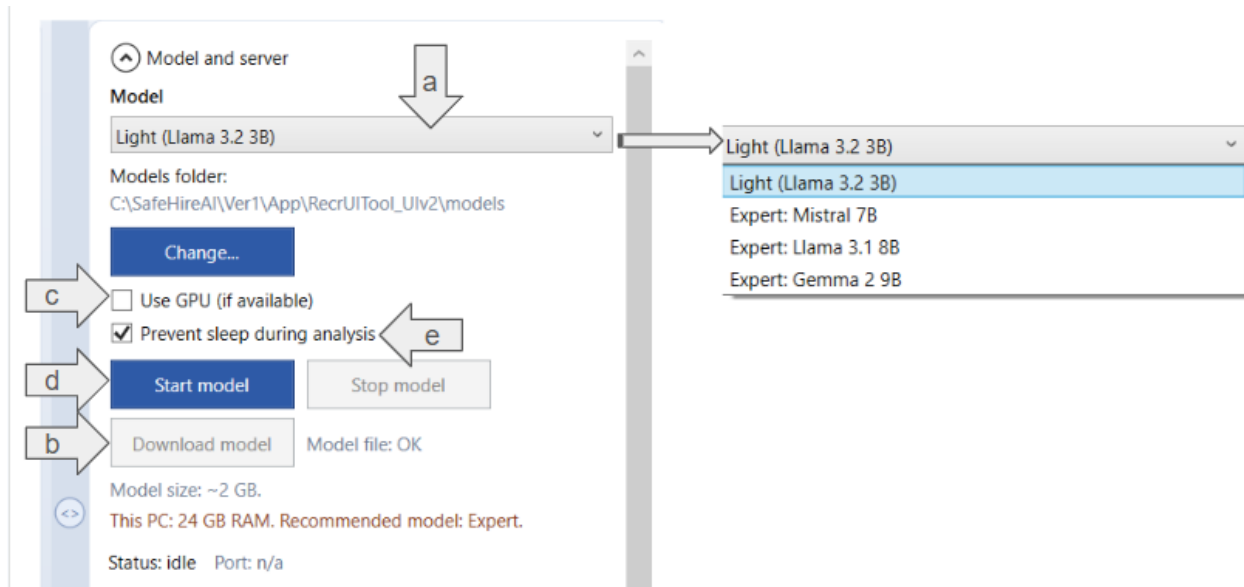
### Why a fingerprint is required

Your license is tied to the device fingerprint so it can be validated fully offline. This prevents license sharing while keeping the product usable without online checks. The fingerprint is only used to bind the license to the memory device where the software runs.

### Important notes

- **Make sure the app is running from the exact location (drive/folder) where you intend to use it before you copy the fingerprint** (you can make shortcuts to desktop or other locations normally).
- The license will only work when the app is run from that same location.
- You can license the app on an external drive, but usability on other computers is not guaranteed (the fingerprint may change).
- Models can be stored in a different location than the app, but drive speed affects analysis time.

## Running models



- Open Model -section on right pane and select the model you want to use.
- If the model is missing, click Download model and wait for it to finish.
- Select use GPU and use your graphics card to shorten analysis time (You can try this risk free, the app will not use the GPU if there is not enough memory)
- Click Start model to launch the local AI engine.
  - When the status shows running, you can start analyzing candidates.

### Models (current options)

- Light (Llama 3.2 3B, ~2.0 GB): Good speed/quality balance. Suitable for most everyday recruiting tasks.
- Expert: Mistral 7B (~4.1 GB): Higher quality summaries and reasoning. Slower than Light but more consistent.
- Expert: Llama 3.1 8B (~4.9 GB): High-quality analysis with good coherence and stable scoring.
- Expert: Gemma 2 9B (~5.0 GB): Very strong summarization and reasoning; slightly heavier than Llama 8B.

### Note 10% error margin for Match scores

*Note that models can have slight variation when making “borderline decisions” e.g. weather candidate match is 60% or 70%. Rule of thumb is that the smaller model is the more it has variation cases. Variation has been measured by running same analysis frequently. All Expert*

models have maximum tested variation of 10% in results for less than 1 in every 10 candidate analysis.

Light (Llama 3.2 3B) model have recorded to make up to 30% variation on average 15 candidates per 1000 analyses in cases where the model is having difficulties in determining whether the candidate is moderately (Match 60%) or poorly (Match 30%) meeting the job requirements. Similar behavior has been recorded when the Light model has difficulties determining whether the candidate is meeting the job requirements poorly (Match 30%) or is unsuitable on the base of the job description (Match 0%). This behavior has not be recorded for the top candidates with Match to job description over 60%.

SEE UP TO DATE RESULTS FOR DIFFERENT MODELS TESTED VARIATION AND BIAS PERFORMANCE AT PRIVATEAISOLUTIONS.ORG

## Adding job posting and priority requirements

Job posting and key qualifications

Job posting

Browse file

About the role  
We are looking for an Engineering Director to lead our Helsinki-based Central Technology organization of 30+ engineers. Your organization plays a critical role in ensuring reliable service for our customers while making high-leverage impact through empowering market-facing engineering teams to iterate fast and innovate on the platform that you provide. Your teams are responsible for our technology platform consisting of the data platform, shared backend services, analytics and front-end platform, and cloud infrastructure. You will report to the SVP of Engineering, lead five

Estimated tokens (job): 690

Priority requirements (one per line)

Leadership  
Expertize on procurement processes

Max 3. These are evaluated separately and affect analysis time.

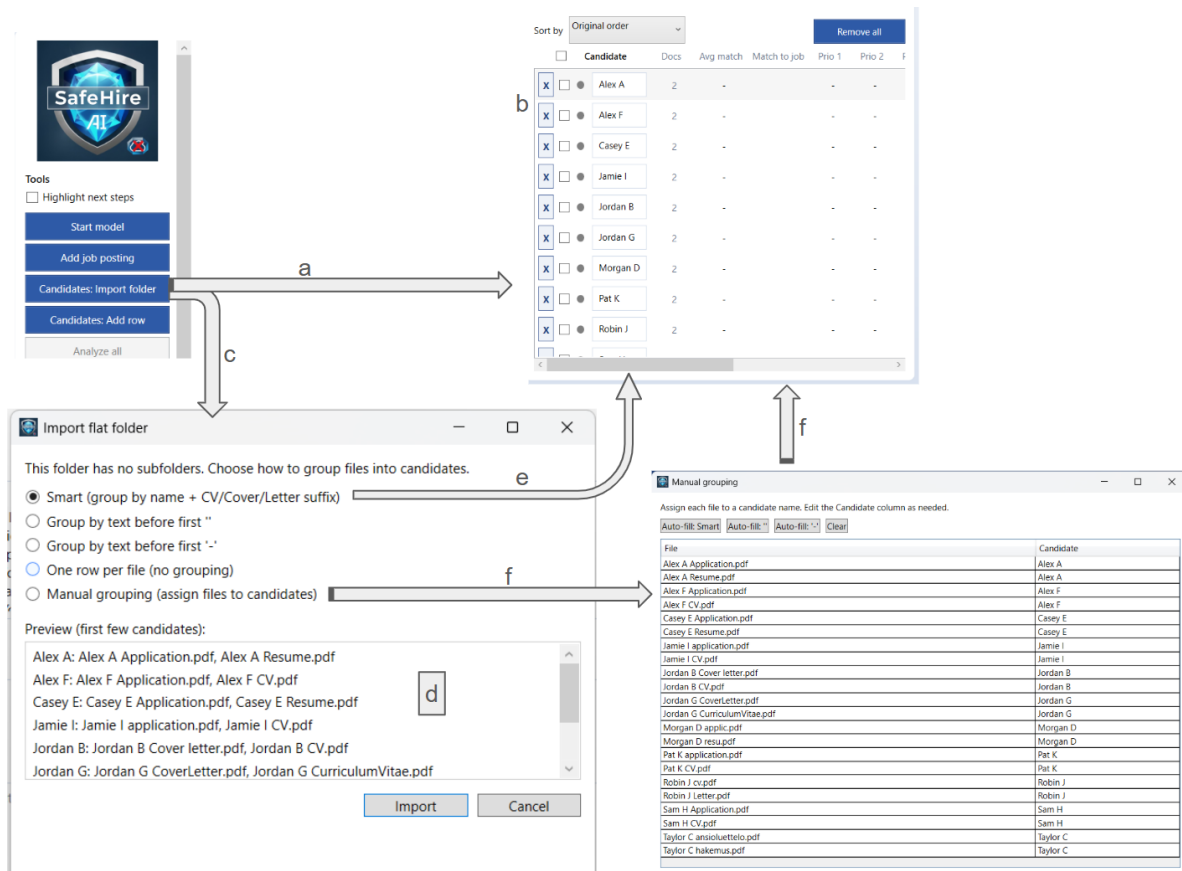
Estimated prompt tokens: 1050

Prompt tokens (server): n/a

Refresh prompt tokens (server)

- Paste the job posting text directly, or click Browse file to load a .txt, .pdf, or .docx file.
  - Keep the text focused: removing irrelevant sections shortens analysis time. You can edit the imported or pasted text freely.
- Add up to 3 priority requirements, one per line.
  - Priority requirements are evaluated separately and shown as their own percentages.
  - These priority scores contribute to the overall assessment.
- Keep track of the tokens count below the Job description text and priority requirements.

# Importing candidate files



- Import all candidates using “Candidates: Import folder” (or one by one using Candidate: Add row)

a. The recommended structure is **one folder per candidate** (folder name = candidate name). Example: Applicants\John\_Doe\CV.pdf and Applicants\John\_Doe\ (inside the folder: CoverLetter.pdf & CV.pdf). This will import the candidate data directly.

- Select the top-level folder that contains the candidate subfolders.

b. Each candidate will be presented in a single row (check that the number of candidate documents is correct under “Docs”).

c. If the folder is flat (**all files in one folder**), the app will ask how to group files. Choose a grouping option and confirm the preview (d.), so each candidate appears on a single row. This will import the candidate data accordingly (e.)

f. If the preview fails to show candidates correctly on a single row, you can choose to manually assign the files in the folder to right candidates.

-You can also candidate data manually by Candidates: Add row -tool in the left panel of the main window. Add files to an individual candidate by clicking their row and using Add files in the right-hand panel on the main window.

# Running the analysis

SafeHire AI

Model License Open Save Save as Help

Status: analyzing all... ETA 6m 47s

Fully offline. 100% private processing. No data leaves this device.

Stop model  
Add job posting  
Candidates: Import folder  
Candidates: Add row  
Analyze all  
Analyze selected  
Audit bias  
Review candidate results  
Export results (Excel)  
Interview  
Analysis: analyzing all...  
Estimated remaining: 6m 47s  
Pause analysis  
Bias audit remaining: n/a  
Total tokens  
Total estimated tokens: 28559  
Analysis time depends on

Getting started  
Job posting and key qualifications  
Sort by: Original order  
Remove all

<input type="checkbox"/>	Candidate	Docs	Avg match	Match to job	Prio 1	Prio 2
<input checked="" type="checkbox"/>	Alex A	2	60%	90%	90%	0%
<input checked="" type="checkbox"/>	Alex F	2	10%	30%	0%	0%
<input checked="" type="checkbox"/>	Casey E	2	-	-	-	-
<input checked="" type="checkbox"/>	Jamie I	2	-	-	-	-
<input checked="" type="checkbox"/>	Jordan B	2	-	-	-	-
<input checked="" type="checkbox"/>	Jordan G	2	-	-	-	-
<input checked="" type="checkbox"/>	Morgan D	2	-	-	-	-
<input checked="" type="checkbox"/>	Pat K	2	-	-	-	-
<input checked="" type="checkbox"/>	Robin J	2	-	-	-	-

Model and server  
Status: done Port: 11435  
License  
Alex A Docs: 2  
Average match: 60% Match to job: 90% Bias: - Accepted: - P1: 90%  
Add files Analyze  
Analysis output  
Match to job posting: 90%  
Main requirements match:  
- Leadership: 90%  
- Expertise on procurement processes: 0%  
Strengths:  
- Alex has a strong track record of leading software development organizations in a manager-of-managers capacity with accountability over technology and deliveries.  
- He has a proven track record of developing and scaling shared technology platforms that serve multiple product teams.  
- Alex is a strong believer in empowered teams and clear accountability.  
- He has a focus on enabling others through platforms, processes, and coaching.  
- Alex has a good understanding of modern cloud technologies, preferably including data-processing systems and platform technologies.

Status: done AI assessments are indicative. Final decisions remain with the recruiter.

- Click "Analyze all" to process every candidate.
- A time estimate appears after the first candidate is completed.
- Status indicator is located next to each candidate: Yellow = analyzing, Green = completed, Red = failed (invalid format or error).
- If a candidate fails, select (d) the failed rows and click press "Analyse selected" (e) to retry.
  - If failures persist, open the candidate in the right panel (f), review the extracted text, and remove irrelevant or noisy content.
- Pause the analysis any time and resume later.

# Bias analysis

The screenshot displays a software interface for bias analysis. On the left is a sidebar with various actions: Stop model, Add job posting, Candidates: Import folder, Candidates: Add row, Analyze all, Analyze selected, Audit bias (highlighted with arrow 'a'), Review candidate results, Export results (Excel), and Interview. Below these are status indicators for analysis and bias audit. The main area shows a table of candidates with columns for Candidate, Docs, Avg match, Match to job, Prio 1, Prio 2, Prio 3, and Bias. The 'Bias' column contains 'OK' for most candidates and 'Inspect' for Taylor C (highlighted with arrow 'e'). A 'Remove all' button is in the top right of the table. A details panel on the right (arrow 'c') shows source files, candidate text (Jordan B's cover letter), timing log, and a bias audit result: 'No protected characteristics detected in the analysis.' (arrow 'd'). A separate 'Bias audit' window at the bottom shows 'Rule-based term hits: - single' (arrow 'e').

Candidate	Docs	Avg match	Match to job	Prio 1	Prio 2	Prio 3	Bias
Casey E	2	60%	60%	-	-	-	OK
Jamie I	2	0%	0%	-	-	-	OK
Jordan B	2	80%	80%	-	-	-	OK
Jordan G	2	30%	30%	-	-	-	OK
Morgan D	2	60%	60%	-	-	-	OK
Pat K	2	0%	0%	-	-	-	OK
Robin J	2	0%	0%	-	-	-	OK
Sam H	2	0%	0%	-	-	-	OK
Taylor C	2	80%	80%	-	-	-	Inspect

- The analysis evaluates AI evaluation discrimination by inspecting candidate evaluation text terms and running AI theme search on protected themes.
  - Run the analysis from the main window by clicking "Audit bias"
  - Results can be seen in the candidate row.
  - In details menu you can see explanations "OK" = no signs of discrimination (d). "Inspect" = protected theme or term found (e).

# Reviewing results in the main window

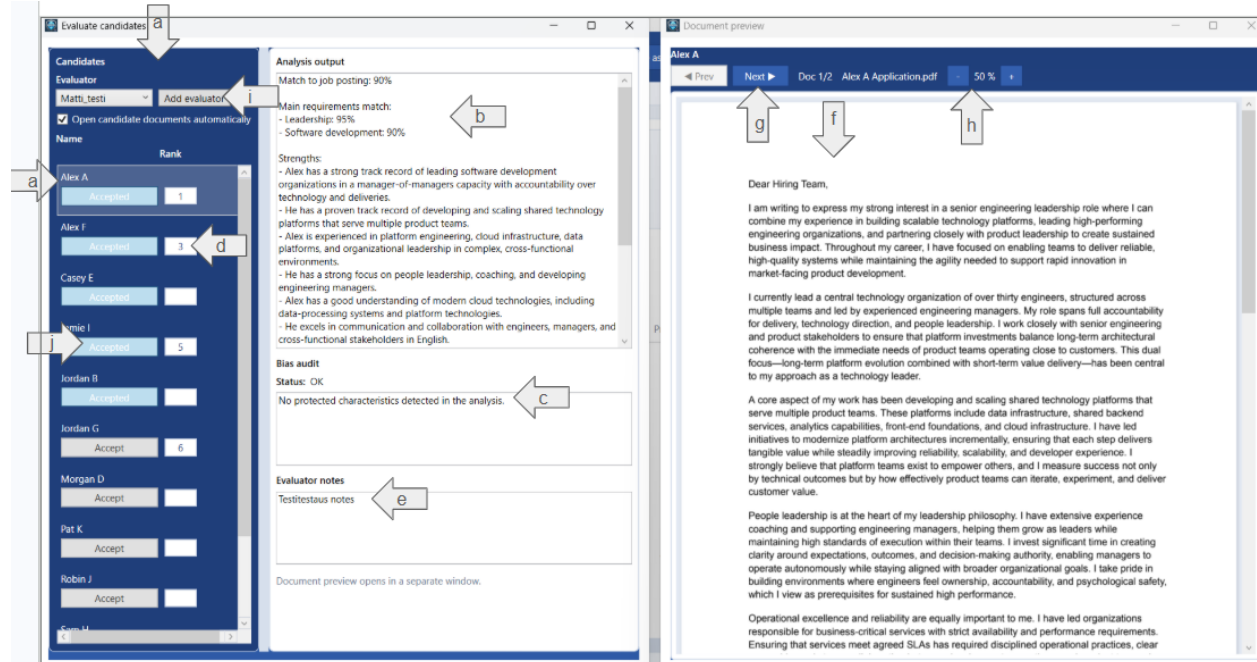
The screenshot shows the SafeHire AI interface. At the top, there's a status bar with 'Status: done'. Below it, a navigation menu includes 'Model', 'License', 'Open', 'Save', 'Save as', and 'Help'. The main content area is divided into three sections:

- Left sidebar:** A vertical menu with buttons for 'Stop model', 'Add job posting', 'Candidates: Import folder', 'Candidates: Add row', 'Analyze all', 'Analyze selected', 'Audit bias', 'Review candidate results', 'Export results (Excel)', and 'Interview'. Below these are status indicators for 'Analysis: idle', 'Estimated remaining: n/a', 'Pause analysis', 'Bias audit remaining: n/a', and 'Total tokens'.
- Center panel:** A table titled 'Job posting and key qualifications'. The table has columns for 'Candidate', 'Docs', 'Avg match', 'Match to job', 'Prio 1', 'Prio 2', 'Prio 3', and 'Bias'. The 'Sort by' dropdown is set to 'Original order'. A 'Remove all' button is present. The table lists candidates like Alex A, Alex F, Casey E, etc., with their respective scores.
- Right panel:** A detailed view for 'Alex A' showing 'Model and server' status, 'License' information, and 'Analysis output'. The analysis output includes 'Match to job posting: 90%', 'Main requirements match: Leadership: 90%, Software development: 80%', and a list of 'Strengths'.

Annotations 'a' through 'f' are placed on the interface to highlight specific features: 'a' points to the 'Sort by' dropdown, 'b' points to the 'Avg match' column, 'c' points to the 'Match to job' column, 'd' points to the 'Prio 1' and 'Prio 2' columns, 'e' points to the 'Analysis output' section, and 'f' points to the splitter between the center and right panels.

- You can sort candidates by Overall, Match to job posting, or Priority requirements.
- “Avg match” is the average of the job-match score and the priority requirement scores.
- “Match to job” describes fit to the job posting.
- Priority requirements (Prio 1, Prio2 & Prio 3) show separate scores for each listed requirement.
- Click a candidate row to see full details in the right-hand panel. The analysis includes key strengths, key weaknesses, and a summary for quick review.
- You can widen the details panel by dragging the middle splitter.

# Evaluate tool



- Evaluate tool opens two windows for fast evaluation of analysis results and candidate documents side by side to make ranking the candidates fast.
- In “Evaluate candidate results” window you can select the candidate to be inspected (a).
- The window shows candidate analysis results (b), bias analysis results (c), and has space for recruiter ranking (d) and notes (e).
- The “Document preview” window shows the candidate documents (f). Documents can be browsed by the arrows (g). Zooming tools can be found in the top of preview window (h).
- Click “Add evaluator”, type your name and save (i). Each evaluator is session-specific.
- Select a candidate row. Type a number key to fill the Rank field (d) for the selected candidate.
  - Ranks are shown in the main window as evaluator columns and are included in Excel export.
  - In the main window you can sort candidates by evaluator ranks using the main list sorting (e.g., smallest rank first).
- Each evaluator can write their own notes per candidate (e). These notes are stored separately per evaluator.
- After review the recruiter can Accept the results (g) as a sign of inspection and/or leave a comment (d). The acceptance and comment will be included in the candidate results.

**Tip! For fast workflow you can use assigned keyboard keys: Arrows Up and Down change the selected candidate; arrows right and left change the candidate document; Space and Enter can be used to accept the results. Hitting a number while candidate row is selected will automatically give a rank number.**

## Exporting results to Excel & Saving

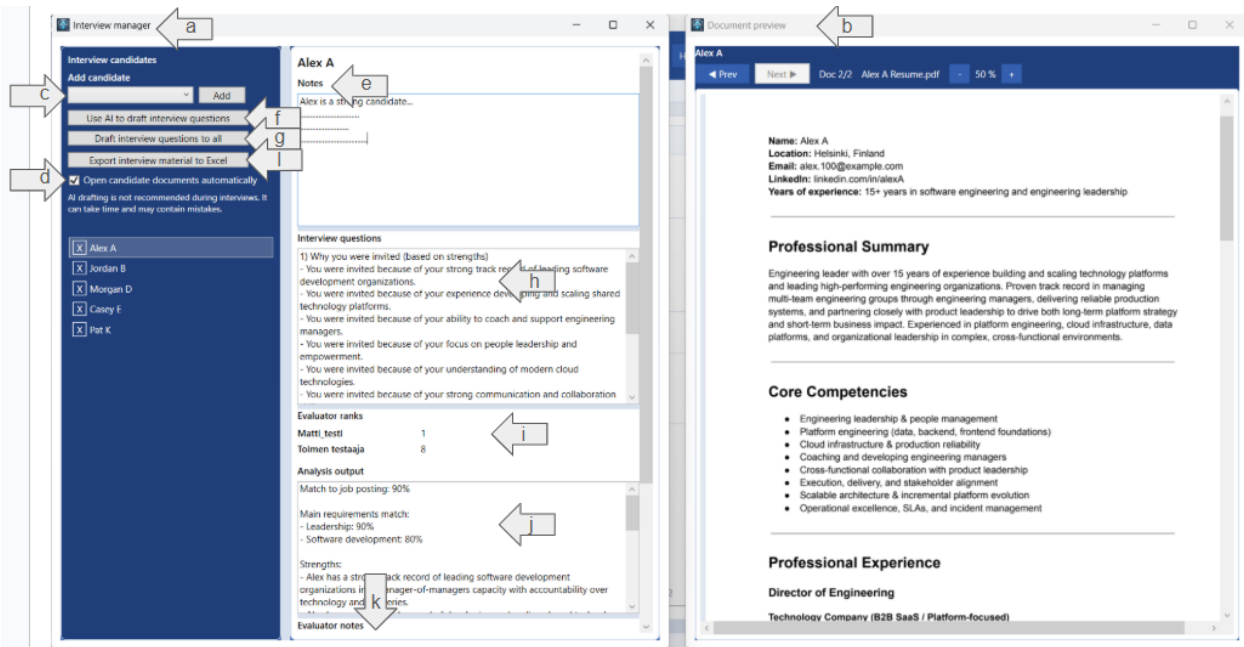
The screenshot shows the SafeHire AI interface. At the top, there is a menu bar with 'Model', 'License', 'Open', 'Save', 'Save as', and 'Help'. Below the menu bar, there is a status bar that says 'Fully offline. 100% private processing. No data leaves this device.' The main area is divided into three sections: a left sidebar with 'Tools', a central table of candidates, and a right sidebar with 'Model and server' and 'License' information. The 'Tools' sidebar includes buttons for 'Stop model', 'Add job posting', 'Candidates: Import folder', 'Candidates: Add new', 'Analyze all', 'Analyze selected', 'Audit bias', 'Review candidate results', 'Export results (Excel)', and 'Interview'. The central table lists candidates with columns for 'Candidate', 'Docs', 'Avg match', 'Match to job', 'Prio 1', 'Prio 2', 'Prio 3', 'Bias', 'Accepted', and 'Tokens'. The right sidebar shows 'Model and server' status as 'done' and 'License' information for 'Alex A' with 'Docs: 2'. Below the license information, there is an 'Analysis output' section with 'Match to job posting: 90%', 'Main requirements match: - Leadership: 90%, - Software development: 80%', and a 'Strengths' section with several bullet points. Arrows 'a' and 'b' point to the 'Export results (Excel)' button and the 'Save' button respectively.

	Candidate	Docs	Avg match	Match to job	Prio 1	Prio 2	Prio 3	Bias	Accepted	Tokens
<input checked="" type="checkbox"/>	Alex A	2	86.7%	90%	90%	80%	-	OK	Accepted	3332
<input checked="" type="checkbox"/>	Alex F	2	20%	30%	0%	30%	-	OK	Accepted	2479
<input checked="" type="checkbox"/>	Casey E	2	40%	60%	20%	40%	-	OK	Accepted	2619
<input checked="" type="checkbox"/>	Jamie I	2	0%	0%	0%	0%	-	OK	Accepted	2359
<input checked="" type="checkbox"/>	Jordan B	2	80%	90%	80%	70%	-	OK	Accepted	2884
<input checked="" type="checkbox"/>	Jordan G	2	0%	0%	0%	0%	-	OK	-	2414
<input checked="" type="checkbox"/>	Morgan D	2	40%	60%	20%	40%	-	OK	-	2692
<input checked="" type="checkbox"/>	Pat K	2	0%	0%	0%	0%	-	OK	-	2314
<input checked="" type="checkbox"/>	Robin J	2	0%	0%	0%	0%	-	OK	-	2337
<input checked="" type="checkbox"/>	Sam H	2	0%	0%	0%	0%	-	OK	-	2353
<input checked="" type="checkbox"/>	Taylor C	2	73.3%	80%	60%	80%	-	OK	-	2699

- Click Export results (Excel) to create a spreadsheet.
  - The file includes candidate name, match percent, strengths, weaknesses, summary, priority scores, bias analysis results, reviewer acceptance and reviewer comments in separate columns.
  - Long text is wrapped automatically for readability.
- Save your session. Remember, that you can save at any time.

## Interview Manager

Interview Manager is intended to support interviews, where you can select interviewees, view candidate documents, and record notes and formulate questions in the same place.



- Open **Interview** from the main window. Interview Manager (a) will appear on the left and the document preview (b) on the right.
- Add interviewees to the list from the **Add candidate** menu (c) and press **Add**.
- Select the interviewee from the list. If **Open candidate documents automatically** (d) is on, the applicant's documents will open automatically on the right.
- Record notes in the **Notes** field (e) before or during the interview. You can adjust the size of the fields with the sliders in between and scroll the content if necessary.
- You can **draft AI-assisted interview questions** on the base of candidate evaluation:
  - f. Select the applicant and click **Use AI to draft interview questions**.
  - g. Alternatively, click **Draft interview questions to all** for the entire list.
    - If you have already added questions, the generated text(h) will be added below the existing text.
    - Add and edit the questions in the **Interview questions** field.
    - Evaluate tools ranking will be visible in the window (i)
    - Check **Analysis output**(j) and **Evaluator notes**(k) for background support. These fields are read-only.
- To save the interview material, click **Export interview material to Excel**(l). The notes, questions, analysis, and evaluator rankings/notes will be included. Note that saving the session will save also the interview fields.
- You can close the Interview window anytime. The session will maintain the information automatically. Remember to save before exiting the main window.

## Shared use, intra, computer room, server use and shared save - files

-SafeHire AI is compatible to be adjusted to work in company intranet, computer room environments, and inhouse server computers. Please contact [matti@privateaisolutions.org](mailto:matti@privateaisolutions.org)

-Multiple computers can use the same save -file in company intra on turns. The session file will be locked by the first use and work as read only -session for others. The session file unlocks when the first user closes the session. This allows multiple persons to be included in the evaluations without setting up computer room or server solutions.

### **Disclaimer**

AI assessments are indicative. Final decisions remain with the recruiter.