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ATS, AI & You.

Full presentation and answer guide

40 questions about CVs, applicant tracking systems, AI recruitment and rights in Europe.

Includes every question, its options or exercise, the correct answers for knowledge checks, and explanations for discussion questions.

Opinions and personal experiences do not have a single correct answer. Legal explanations are educational summaries. Check the official sources for current application dates and requirements.

ATS. What is the first word that comes to mind?

One or two words. There is no wrong answer.

Your response

Add up to three words or short phrases.

Discussion notes

No scored answer. Compare your response with the discussion notes.

An applicant tracking system helps organise recruitment. Your experiences of one system may differ from someone else’s.

Every ATS automatically rejects a CV if a keyword is missing.

Is this statement true or false?

A. True

B. False

Correct answer

False

There is no universal keyword rejection rule. Some workflows use configured knockout questions; others use search, matching or manual review.

Greenhouse: auto-reject

Greenhouse: Talent Matching FAQ

Name an ATS you have used or heard of.

An example is enough. “Not sure” is fine.

Your response

Add up to three words or short phrases.

Discussion notes

No scored answer. Compare your response with the discussion notes.

The label ATS covers many products and configurations. Ask which system and which feature someone means.

How long is your current CV?

A quick snapshot of this room.

A. 1 page

B. 2 pages

C. 3 pages

D. More than 3

E. I have not written one

Discussion notes

No scored answer. Compare your response with the discussion notes.

Length is a practical choice, not an ATS pass mark. Keep information relevant to the role.

What file format do you usually send?

Choose your usual format.

A. PDF

B. Word document

C. Image or scan

D. Something else

Discussion notes

No scored answer. Compare your response with the discussion notes.

Check the vacancy’s instructions before choosing a file type.

How many seconds do you think a first CV review takes?

Enter your estimate from 1 to 600 seconds. This is an opinion, not a speed test.

Your response

Enter your estimate.

Discussion notes

No scored answer. Compare your response with the discussion notes.

There is no reliable universal reading time for every recruiter, role and stage. Make key evidence easy to find.

Has anyone said your CV “will not get past the ATS”?

Share your experience.

A. Yes

B. No

C. I am not sure

Discussion notes

No scored answer. Compare your response with the discussion notes.

That statement needs evidence. A parsing problem, a missing requirement and a hiring decision are different things.

What do you use to write your CV?

Name a tool, app or method.

Your response

Add up to three words or short phrases.

Discussion notes

No scored answer. Compare your response with the discussion notes.

The exported document matters more than the editor. Check its text, reading order and application preview.

Do you include a photograph when applying in Sweden?

Choose what you normally do.

A. Yes

B. No

C. It depends

Discussion notes

No scored answer. Compare your response with the discussion notes.

Arbetsförmedlingen provides templates with and without photographs. A photo is a choice, not a universal requirement.

Arbetsförmedlingen: writing a CV

What is an ATS mainly for?

Choose the best description.

A. Guaranteeing the best person gets hired

B. Organising applications and recruitment workflows

C. Writing every candidate’s CV

D. Replacing every hiring manager

Correct answer

Organising applications and recruitment workflows

An ATS stores applications and supports a hiring workflow. Additional automation and AI features vary by product and employer.

Greenhouse: Talent Matching FAQ

Which tasks can recruitment systems support?

Select all that apply.

A. Extracting information from a CV

B. Searching candidate records

C. Managing interview stages

D. Guaranteeing a fair hiring decision

Correct answer

Extracting information from a CV
Searching candidate records
Managing interview stages

Software can support extraction, search and workflow. Fairness still needs appropriate criteria, checks and accountable decisions.

Greenhouse: unsuccessful résumé parsing

Greenhouse: Talent Matching FAQ

What is the strongest way to use job-ad keywords?

Choose one approach.

A. Repeat every keyword ten times

B. Hide keywords in white text

C. Describe relevant experience using accurate role language

D. Add skills you have never used

Correct answer

Describe relevant experience using accurate role language

Use the employer’s terminology where it accurately describes your experience. Support claims with examples rather than repetition.

Which file is the riskiest default for a text-based CV?

Choose one file card. Follow any explicit employer instructions.

A. CV.docx: editable text

B. CV.pdf: selectable text

C. CV.jpg: a photograph

D. CV.txt: plain text

Correct answer

CV.jpg: a photograph

A photo or scan may not provide machine-readable text. Some systems support OCR, but do not assume it is available.

Greenhouse: unsuccessful résumé parsing

Find the strongest evidence on this CV.

Tap a CV section, or use its labelled button.

A. Personal details: Available on request

B. Professional summary: Operations professional with reporting experience

C. Work achievement: Reduced weekly reporting from 4 hours to 1 by automating checks

D. Interests: Walking, reading and cooking

Correct answer

Work achievement

The achievement names a change and a result: reduced a reporting task from four hours to one. It gives the reader specific evidence.

Which details can usually be left off a CV?

Select the personal details that are not needed to demonstrate job suitability.

A. Marital status

B. Number of children

C. Relevant work experience

D. Relevant qualifications

Correct answer

Marital status
Number of children

Keep the CV focused on suitability. Avoid unnecessary personal information; particular roles may have specific lawful requirements.

A photograph is compulsory on every Swedish CV.

Is this statement true or false?

A. True

B. False

Correct answer

False

There is no general CV-photo requirement in this guidance. Arbetsförmedlingen offers templates with and without a photo.

Arbetsförmedlingen: writing a CV

Can an application be rejected without a person reading the CV?

Choose the most accurate answer.

A. Never

B. Yes, for example through configured knockout answers

C. Only if the file contains a photo

D. Only in companies outside Europe

Correct answer

Yes, for example through configured knockout answers

Some systems support automatic rejection from application answers. Legal limits depend on the decision and context; do not assume every rejection is manually reviewed.

Greenhouse: auto-reject

Dutch DPA: automated decisions in recruitment

Which claim should make you ask for evidence?

Choose the unsupported guarantee.

A. Check the application preview

B. Tailor your evidence to the role

C. An ATS score of 90% guarantees an interview

D. Read the file requirements

Correct answer

An ATS score of 90% guarantees an interview

A third-party score does not reveal an employer’s configuration, competing applications or hiring decision.

Arbetsförmedlingen suggests 1 to how many CV pages?

Enter the upper end of its general guidance. Some applications need a different length.

Your response

Enter your estimate.

Correct answer

2

Its general guidance is 1 to 2 pages. This is a writing guideline, not an automated rejection rule.

Arbetsförmedlingen: writing a CV

Which extra sections can add useful evidence?

Select all relevant examples.

A. Role-related certifications

B. Languages relevant to the job

C. Projects showing relevant skills

D. A mandatory list of family members

Correct answer

Role-related certifications
Languages relevant to the job
Projects showing relevant skills

Include sections that help someone assess your fit. Relevance matters more than filling a template.

Arbetsförmedlingen: writing a CV

Put this application check in a useful order.

Use Earlier and Later to reorder the steps.

A. Read the role requirements

B. Select truthful, relevant evidence

C. Tailor and check the CV

D. Check the upload preview and submit

Correct answer

Read the role requirements
Select truthful, relevant evidence
Tailor and check the CV
Check the upload preview and submit

Understand the role, choose evidence, tailor it, then check the actual file and form before submitting.

Who decides which applications move forward?

Choose the answer that reflects different recruitment setups.

A. Always the ATS alone

B. Always a person reading every CV

C. The employer’s configured process, potentially involving people and automation

D. A universal CV ranking service

Correct answer

The employer’s configured process, potentially involving people and automation

Processes differ. AI assistance, workflow rules and human decisions are distinct. Significant solely automated decisions have specific GDPR constraints.

Dutch DPA: automated decisions in recruitment

Greenhouse: Talent Matching FAQ

You have 100 minutes. Where would you spend them?

Allocate exactly 100 points across these application tasks.

A. Understand the role

B. Tailor evidence

C. Check the document

D. Prepare for interviews

Discussion notes

No scored answer. Compare your response with the discussion notes.

There is no correct allocation. Discuss what would change for an unfamiliar role or a later interview stage.

What would you want a recruiter to notice first?

Rank these from most to least important to you. This is a discussion.

A. Relevant achievements

B. Relevant skills

C. Education and credentials

D. Interests

Discussion notes

No scored answer. Compare your response with the discussion notes.

The strongest order depends on the job and your experience. Put the most relevant evidence where it can be found quickly.

Turn a duty into an achievement.

Rewrite “Responsible for weekly reports”. Use a hypothetical example and label invented numbers.

What did you change?

What result did it produce?

Discussion notes

No scored answer. Compare your response with the discussion notes.

A useful structure is action, context and result. In a real application, use only outcomes you can support. Live text appears only after presenter approval.

Which achievement gives the clearest evidence?

These are fictional examples.

A. An incredibly talented reporting expert

B. Responsible for reports

C. Reduced weekly reporting from 4 hours to 1 by automating checks

D. Best reporting skills in the world

Correct answer

Reduced weekly reporting from 4 hours to 1 by automating checks

The third example describes what changed and how. Numbers help when they are relevant, truthful and explainable.

What belongs in a focused CV?

Choose Include or Usually omit for each row.

Evidence of a required skill: Include / Usually omit

Marital status: Include / Usually omit

A relevant qualification: Include / Usually omit

Correct answer

Evidence of a required skill: Include
Marital status: Usually omit
A relevant qualification: Include

Lead with professional evidence. Personal family information is generally unnecessary for demonstrating fit.

Which “ATS hack” should you avoid?

Choose one.

A. Check that text can be selected

B. Use clear section headings

C. Answer screening questions accurately

D. Hide irrelevant keywords in the file

Correct answer

Hide irrelevant keywords in the file

Hidden or irrelevant content misrepresents your application. Focus on readable, truthful evidence.

Someone says your CV is not ATS-friendly. What do you ask?

Write one question that asks for concrete evidence.

Your response

Write your own response.

Discussion notes

No scored answer. Compare your response with the discussion notes.

For example: “Which field was parsed incorrectly, and in which system?” A specific failure is more useful than a generic score.

How confident are you about your next CV revision?

Choose a score from 1 to 10. This is not scored.

Your response

Choose a score from 1 to 10.

Discussion notes

No scored answer. Compare your response with the discussion notes.

Choose one practical improvement and check it on the actual application form.

Which AI uses can appear in recruitment?

Select all plausible uses. Availability differs by product.

A. Matching experience to role criteria

B. Drafting recruiter summaries

C. Supporting candidate conversations

D. Knowing with certainty who will succeed

Correct answer

Matching experience to role criteria
Drafting recruiter summaries
Supporting candidate conversations

Matching, drafting and conversational tools are possible uses of AI. None establishes certainty about future job performance.

Greenhouse: Talent Matching FAQ

How can AI matching differ from a literal keyword search?

Choose the best answer.

A. It can compare meaning and context as well as wording

B. It guarantees that synonyms always match correctly

C. It never uses a CV

D. It proves every candidate claim

Correct answer

It can compare meaning and context as well as wording

Some AI matching compares skills and experience with defined criteria. It can still miss context or make mistakes; a match is not proof.

Greenhouse: Talent Matching FAQ

AI adds a qualification you do not have. What do you do?

Choose one response.

A. Keep it if it improves the score

B. Remove it and verify every remaining claim

C. Hide it in a smaller font

D. Ask AI to invent a certificate

Correct answer

Remove it and verify every remaining claim

You are responsible for your application. AI can help edit language, but you must check accuracy and make the text your own.

Arbetsförmedlingen: writing a CV

Where do you stand on AI-assisted hiring?

Choose a point on both scales. This is an opinion.

Potential usefulness: 1 / 2 / 3 / 4 / 5

Your level of trust: 1 / 2 / 3 / 4 / 5

Discussion notes

No scored answer. Compare your response with the discussion notes.

Compare usefulness and trust. What would transparency, evidence of validation or meaningful human review change for you?

An employer rejects you solely by automation. What does EU GDPR Article 22 address?

Assume the rejection has a significant effect on you.

A. A general rule against significant solely automated decisions, with limited exceptions

B. A ban on all spreadsheets used by recruiters

C. A guaranteed right to receive a job offer

D. A rule that makes every automated rejection lawful

Correct answer

A general rule against significant solely automated decisions, with limited exceptions

Article 22 generally restricts significant decisions based solely on automation. Exceptions and safeguards apply. Where Article 22(2)(a) or (c) applies, safeguards include human intervention and contesting the decision. A rubber stamp is not meaningful review.

Dutch DPA: automated decisions in recruitment

Which GDPR principles matter when AI processes candidate data?

Select all that apply.

A. Use data for a specified purpose

B. Limit data to what is needed

C. Take reasonable steps to ensure accuracy

D. Keep every CV forever just in case

Correct answer

Use data for a specified purpose
Limit data to what is needed
Take reasonable steps to ensure accuracy

Purpose limitation, data minimisation, accuracy and storage limitation apply to personal data processing, including AI-assisted recruitment.

European Commission: GDPR principles

How does the EU AI Act generally classify AI used to filter applications or evaluate candidates?

Choose the general rule. Classification has specific conditions and exceptions.

A. Always prohibited

B. Generally high-risk under Annex III

C. Automatically risk-free

D. Outside the Act because it concerns employment

Correct answer

Generally high-risk under Annex III

Annex III covers recruitment and selection uses, including application filtering and candidate evaluation. Article 6 has conditions and narrow exceptions; profiling remains high-risk. Obligations are phased, so check the current implementation timeline.

European Commission: AI Act, Annex III

European Commission: AI Act implementation

Inferring workers’ emotions with AI is generally allowed if they agree.

Consider the EU AI Act’s workplace rule.

A. True

B. False

Correct answer

False

The AI Act prohibits AI emotion inference in workplaces, with exceptions for medical or safety reasons. Consent alone does not remove this prohibition. Whether a particular recruitment setting is covered needs context.

European Commission: AI Act, Article 5

What would you ask an employer about AI in recruitment?

Ask a question. In a live room, the presenter approves questions before others can see and upvote them.

Your response

Write your own response.

Discussion notes

No scored answer. Compare your response with the discussion notes.

Useful topics include what the tool does, which data it uses, who reviews its output, and how to raise a concern. These questions do not imply an unconditional legal right in every situation.

What will you change in your next application?

Leave the room with one practical action. Use up to three words.

Your response

Add up to three words or short phrases.

Discussion notes

No scored answer. Compare your response with the discussion notes.

Make your evidence accurate, relevant and easy to understand. Ask specific questions about any automated process that affects you.

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Sources and content notes

Adapted from the supplied “Busting ATS Myths” worksheet. Revised for AI-assisted recruitment, with UK English copy and source-linked legal explanations. Product capabilities vary by tool and employer.

Arbetsförmedlingen: writing a CV

https://arbetsformedlingen.se/for-arbetssokande/cv-ansokan-och-intervju/skriva-cv

Greenhouse: Talent Matching FAQ

https://support.greenhouse.io/hc/en-us/articles/41131886674075-Talent-Matching-FAQ

Greenhouse: unsuccessful résumé parsing

https://support.greenhouse.io/hc/en-us/articles/200989175-Unsuccessful-resume-parse

Greenhouse: auto-reject

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Dutch DPA: automated decisions in recruitment

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European Commission: GDPR principles

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European Commission: AI Act, Annex III

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European Commission: AI Act implementation

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