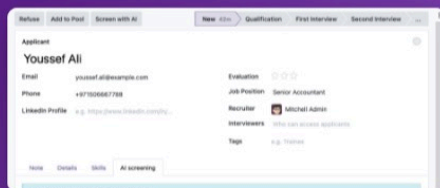


CV Screening

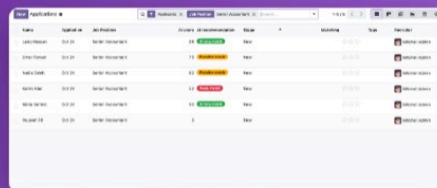
A guide to AI CV screening: connecting the AI, writing what you look for, screening one or many applicants, privacy and fairness, and the access rights.

1. Start here

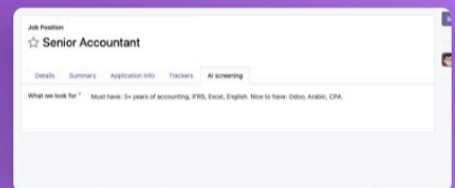
In plain words: A job post brings in sixty CVs and a recruiter has an afternoon. **AI CV Screening** reads the **CV attached to each applicant** and compares it with **what you look for in the job**, which you write once. You get a **score from 0 to 100**, a **recommendation** (strong, possible or weak match), a **summary**, the **skills**, the **years of experience**, the **strengths**, the **gaps** and **interview questions** to check the gaps. The **name and the contact details are hidden from the AI**, and the decision stays yours.



Score, strengths and gaps



Rank the applicants



What you look for

The applicants list with the AI score, and a screened applicant.

Important: The score is advice, not a decision. Never reject a candidate on the score alone: read the CV, and keep your hiring process fair and lawful.

2. What you get

Feature	What it does
Requirements per job	A field What we look for on each job (must have, nice to have). Empty: the job description is used.
Screening	Score, recommendation, summary, skills, years of experience, strengths, gaps.
Interview questions	Up to five questions based on the gaps.
Name and contact hidden	The name, email and phone of the candidate are removed from the CV before it is sent (a company option, on by default).
Fair by instruction	The AI is told to ignore gender, age, nationality, religion, marital status, photo and address, and not to mention them.
One or many	A button on the applicant; an action on the list (20 at a time).
Sort and filter	AI score column, filters strong match and not screened.
Chatter	A note on the applicant records each screening.
Arabic	Everything is translated and works right to left; CVs can be in Arabic.

3. Requirements

Item	Details
Odoo	19.0 (Community or Enterprise)
Apps needed	Recruitment (<code>hr_recruitment</code>)
AI Connector	<code>taqnix_ai_connector</code> , included in the package
An AI provider	An account and an API key with an OpenAI-compatible service or with Anthropic, or a model on your own server. You pay your provider for what you use.
License	OPL-1 (Odoo Proprietary License v1.0)

4. Install

- 1 Unzip the package. Inside are `taqnix_ai_connector.zip` and `taqnix_ai_cv_screening.zip` ; unzip them to get the two folders.
- 2 Copy the folders into one of the `addons_path` folders of your Odoo server and restart Odoo.
- 3 Log in as an administrator, activate **Developer mode**, open **Apps** and press **Update Apps List**.
- 4 Remove the “Apps” filter, search **AI CV Screening** and press **Install**. The AI Connector is installed with it.

```
# or from the command line
./odoo-bin -c odoo.conf -d YOUR_DATABASE -i taqnix_ai_cv_screening --stop-after-init
```

5. Connect your AI provider

In plain words: Before the first use, an administrator connects Odoo to an AI model: **Settings** → **AI** → **Providers** → **New**. Choose the **type** (an OpenAI-compatible service or Anthropic), the **API**

address, your **API key** and the **model** name as your provider writes it, then press **Test the connection**. A model on your own server works too: leave the key empty.

Field	Meaning
Type	OpenAI-compatible (chat completions) or Anthropic (Messages API).
API address	For OpenAI-compatible services the address up to /v1; for Anthropic https://api.anthropic.com .
API key	Kept in the database; only administrators can read it.
Model	The model name, for example the one your provider recommends for text.

Tip: Members of the group **Can use the AI features** see the AI buttons: all the internal users get it when the connector is installed, and an administrator can take it away.

6. Write what you look for

In plain words: Open a job position (**Recruitment** → **Configuration** → **Job Positions**, or the job form) and fill the **AI screening** tab, **What we look for**: the skills, the years of experience, the languages, the education; what is a must and what is a plus. The more precise, the more useful the screening.

RecruitmentApplicationsReportingConfiguration

1231My Company

NewJob PositionsSenior Accountant

Applications6Documents6Go to Website

1 / 1<>

Job Position

☆ Senior Accountant

DetailsSummaryApplication InfoTrackersAI screening

What we look for? Must have: 3+ years of accounting, IFRS, Excel, English. Nice to have: Odoo, Arabic, CPA.

Send messageLog noteActivity

Today

Mitchell Admin 1:12 AM

Job Position created

What we look for, on the job.

7. Screen an applicant

In plain words: Attach the CV (a PDF with text) to the applicant, or paste it in the notes, and press **Screen with AI**. The **AI screening** tab fills in.

RecruitmentApplicationsReportingConfiguration

NewApplicationsYoussef Ali

No Meeting

1 / 1

RefuseAdd to PoolScreen with AINew 42mQualificationFirst InterviewSecond Interview

1 of 1

Applicant

Youssef Ali

Emailyoussef.ali@example.com

Phone+971506667788

LinkedIn Profilee.g. https://www.linkedin.com/in/...

Evaluation☆☆☆

Job PositionSenior Accountant

RecruiterMitchell Admin

InterviewersWho can access applicants

Tagse.g. Trainee

NoteDetailsSkillsAI screening

Add private notes about this applicant...

Send messageLog noteActivity

Files

CV Youssef Ali.pdf

Attach files

Youssef Ali - Accountant

youssef.ali@example.com

Accountant with 3 years of experience in retail accounting and payroll.

Skills: Excel, Payroll, VAT

Languages: English, Arabic

An applicant with the CV attached.

RecruitmentApplicationsReportingConfiguration

NewApplicationsYoussef Ali

No Meeting

AI CV screening. 1 applicant(s) screened.

RefuseAdd to PoolScreen with AI

New 42mQualificationFirst InterviewSecond Interview

Applicant

Youssef Ali

Emailyoussef.ali@example.com

Phone+971506667788

LinkedIn Profilee.g. https://www.linkedin.com/in/...

Evaluation☆☆☆

Job PositionSenior Accountant

RecruiterMitchell Admin

InterviewersWho can access applicants

Tagse.g. Trainee

NoteDetailsSkillsAI screening

The AI score is advice: the decision is yours.

AI score74 %

SkillsExcel, VAT, Payroll, English, Arabic

AI recommendationPossible match

Years of experience3.00

Screened onOct 24, 1:55 AM

Summary3 years of experience; shows 3+ years of accounting, Excel, English. Gaps: IFRS.

Strengths

- Shows 3+ years of accounting
- Shows Excel
- Shows English
- Has Arabic

Gaps

- No evidence of IFRS

Interview questions

- Can you describe your experience with IFRS?
- Tell us about your biggest achievement in your last role.

Send messageLog noteActivity

1

1

Youssef Ali - Accountant

youssef.ali@example.com

Accountant with 3 years of experience in retail accounting and payroll.

Skills: Excel, Payroll, VAT

Languages: English, Arabic

The AI screening tab.

The screenshot displays a recruitment application interface. At the top, there are navigation tabs: Recruitment, Applications, Reporting, and Configuration. The 'Applications' tab is active, showing a list of applications. The application for 'Layla Hassan' is selected, and the 'AI screening' tab is active.

Applicant Information:

- Applicant:** Layla Hassan
- Email:** layla.hassan@example.com
- Phone:** +971501234567
- LinkedIn Profile:** e.g. <https://www.linkedin.com/in/...>
- Evaluation:** ☆☆☆
- Job Position:** Senior Accountant
- Recruiter:** Mitchell Admin
- Interviewers:** Who can access applicants
- Tags:** e.g. Trainee

AI screening summary:

- The AI score is advice: the decision is yours.**
- AI score:** 96 %
- AI recommendation:** Strong match
- Years of experience:** 6.00
- Screened on:** Oct 24, 1:13 AM
- Summary:** 6 years of experience; shows 3+ years of accounting, IFRS, Excel. Meets all the must-haves.
- Strengths:**
 - Shows 3+ years of accounting
 - Shows IFRS
 - Shows Excel
 - Has Odoo
- Gaps:**
- Interview questions:** - Tell us about your biggest achievement in your last role.

Skills: IFRS, Excel, Odoo, Budgeting, English, Arabic, Reporting

At the bottom of the interface, there are buttons for 'Send message', 'Log note', and 'Activity'.

A strong match: summary, strengths, gaps and interview questions.

Important: A PDF that is only a scan has no text. Paste the text of the CV in the notes instead.

8. Screen many applicants

In plain words: In the applicants list select the rows and choose **Action** → **Screen with AI** (20 at a time). The list shows the **AI score** and **recommendation**, and the filters **AI: strong match** and **AI: not screened** help you work through a large pile. If one applicant cannot be screened (no CV, no job), the others still are, and you are told which.

Recruitment Applications Reporting Configuration									
New	Applications ⚙️		🔍 Applicants × Job Position Senior Accountant × search...		1-6 / 6 < >		☰ 📄 🗒️ 🏠 📅 ⌛		
☐	Name	Applied on	Job Position	AI score	AI recommendation	Stage	Matching	Tags	Recruiter
☐	Layla Hassan	Oct 24	Senior Accountant	96	Strong match	New	☆☆☆		Mitchell Admin
☐	Omar Farouk	Oct 24	Senior Accountant	75	Possible match	New	☆☆☆		Mitchell Admin
☐	Nadia Saleh	Oct 24	Senior Accountant	82	Possible match	New	☆☆☆		Mitchell Admin
☐	Karim Adel	Oct 24	Senior Accountant	52	Weak match	New	☆☆☆		Mitchell Admin
☐	Maria Santos	Oct 24	Senior Accountant	90	Strong match	New	☆☆☆		Mitchell Admin
☐	Youssef Ali	Oct 24	Senior Accountant	0		New	☆☆☆		Mitchell Admin

9. Privacy and fairness

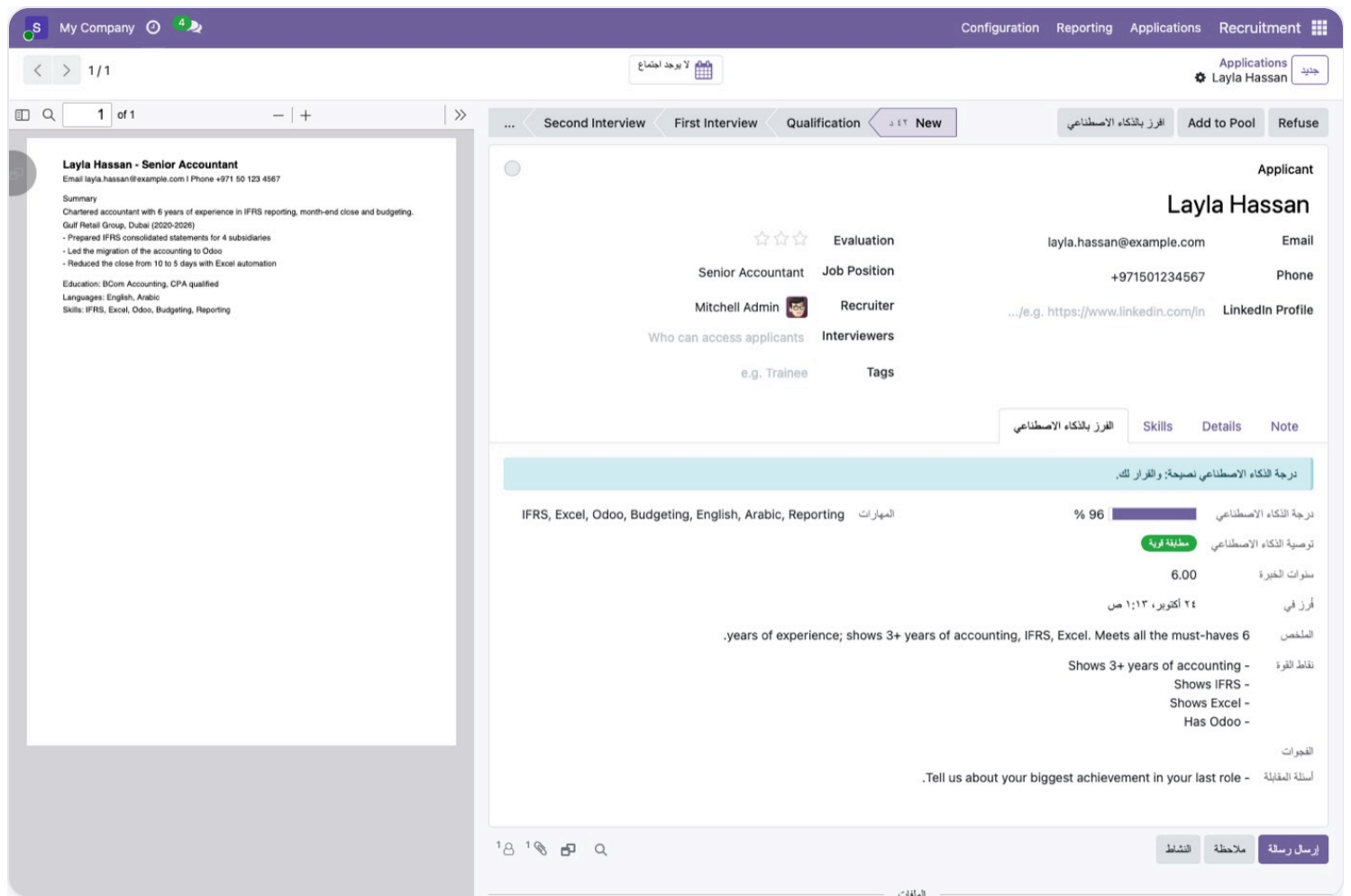
In plain words: Using an AI model means sending text to your provider. Screening sends the text of the CV and the requirements of the job. Before any text leaves Odoo, **emails, phone numbers, IBANs and long numbers are masked** (a company option, on by default). The usage log keeps the figures only (who, which feature, how many tokens, the estimated cost); it keeps

- the content of the requests only if you switch that on. A **monthly token budget** stops the features when it is used up.
- Important:** AI can be wrong. Treat what it writes as a draft: read it before you send it, save it or act on it.
- Important:** Check what the law and your own policy require before you use AI to screen candidates (information to candidates, a human decision, records). Keep the final decision human.

10. Who can do what

Who	Can
Members of Can	use the AI features
AI administrators	Screen the applicants they can edit; see the AI screening tab.
Other users	Connect the AI and see the usage.
	Do not see the AI tab.

11. Arabic and right to left



The screening of an applicant in an Arabic interface.

12. Limits

Limit	Detail
Advice only	The module never changes the stage of an applicant or rejects anyone.
Only the CV	The AI sees the text of the CV and the requirements: not interviews, tests or references.
Scans	A PDF without text cannot be read.
20 per run	Run the action again for the rest.
Bias	AI models can carry biases. Treat the score as one input among others.

13. For developers

In plain words: Skip this chapter if you only use the module.

```
job = env['hr.job'].browse(job_id)
job.ai_requirements = 'Must have: 3+ years of accounting, IFRS, Arabic and English.'
applicants = env['hr.applicant'].search([('job_id', '=', job.id), ('ai_screened_on', '=',
applicants.action_ai_screen()
for a in applicants:
    print(a.partner_name, a.ai_score, a.ai_recommendation, a.ai_gaps)
```

14. Troubleshooting

Problem	What to do
There is no readable CV	Attach a PDF with text, or paste the CV in the notes.
Choose the job position first	The applicant has no job: the CV is compared with the job.
Write what you look for	The job has no requirements and no description: fill What we look for.
No Screen with AI button	You are not in the group Can use the AI features.

15. Updating and removing

Replace the folder with the new version, restart Odoo and run `-u taqnix_ai_cv_screening` . The screenings stay on the applicants.

16. Support

Installation help and bug fixes are included for 6 months, with lifetime updates. Contact us through the marketplace page where you bought the module or write to **support@taqnix.com** with your Odoo version and a screenshot.

Changelog

1.0.0 – Initial release

- Requirements field on each job; screen the CV of an applicant against it
- Score 0-100, recommendation, summary, skills, years of experience, strengths, gaps, interview questions
- Name, email and phone hidden from the AI by default; protected traits ignored by instruction
- Screen one applicant or many (20 at a time); AI score column and filters
- A note on the applicant records each screening; the decision stays human
- Includes the AI Connector, Arabic translation, automated tests