

Is Your AI Resume Tool Putting Job Seekers at Risk?

10 questions every career services director should ask before adopting an AI resume tool.

How to use this checklist:

Run a real job seeker resume through your current tool, then evaluate the output against these 10 criteria. Check each box where the tool meets the requirement.

Accuracy and Groundedness

No fabricated metrics or statistics

Check the output for specific numbers (percentages, dollar amounts). Can every metric be traced back to information the job seeker provided? If you see stats the person never mentioned, the tool is hallucinating.

No invented job responsibilities

Compare the output to the original resume. Did the tool add duties, accomplishments, or skills the person never listed? Embellishment is one thing; invention is another.

No AI artifacts or instructions in the output

Look for phrases like *Consider adding: "Insert metric here,"* or placeholder text. Some tools leave their own coaching instructions embedded in the final document.

Accurate skills translation

If the job seeker is changing careers, does the output effectively translate their existing experience into language relevant to the target role? Or does it strip, distort, or fabricate transferable skills?

Quality and Usefulness

Content is meaningfully improved, not just reformatted

Does the output actually strengthen the resume's content (better bullet points, clearer value propositions), or did the tool just change the font and move things around?

ATS-compatible elements

Check whether the output uses standard section headers, avoids text boxes or graphics that ATS systems can't parse, and maintains a clean structure that won't break in applicant tracking software.

Personalized to the target role

Is the resume tailored to the specific job the person is pursuing? Or could this output have been generated for anyone applying to any job? Generic resumes don't get interviews.

Program Fit and Safety

No PII sent to third-party AI without disclosure

Does the tool send job seeker data (names, addresses, past employer details) to external AI models like ChatGPT or Claude? If so, is this disclosed? For most workforce development programs, data privacy is npt optional.

Designed for staff and job seeker collaboration

Can a career coach review, edit, and approve the output before it goes to an employer? Or is it a consumer tool where the job seeker works alone? Staff oversight is critical at scale.

Intake process captures real information

Does the tool ask the job seeker targeted questions about their experience before generating content? Or does it just take whatever's on the existing resume and rewrite it? The depth of the intake determines the quality of the output.

YOUR SCORE

8-10 checks:

Your tool is solid. Monitor for drift as the tool updates.

5-7 checks:

Gaps exist that could affect your program outcomes.

0-4 checks:

Your tool may be creating risk at scale.

Want to see how your current tool actually scored?

We tested 13 popular AI resume tools on a 25-point rubric using real job seeker profiles. Download the full report to learn more.



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