

GETTING STARTED · FOR INTERVIEWERS & HIRING TEAMS

Run your first *AI Fluency interview*.

The AI Fluency Pad is a new Interview pad type for assessing non-technical candidates on how they actually work with AI. This guide walks you through **creating a pad, running a session, and scoring against the rubric** — so you can go from setup to a clean ATS handoff.

WHAT YOU'RE ACTUALLY ASSESSING

You're not assessing AI expertise. AI is simply another workplace tool, like Google, Excel, or email. You're assessing the underlying skills that matter for the role: **judgment, communication, organization, critical thinking, decision making, collaboration, and adaptability**.

STEP 1 · CREATE THE PAD

1

Start from the languages menu

Creating an AI Fluency Pad happens inside the Interview product you already use.

LANGUAGES MENU

From any pad

Choose **AI Fluency** from the languages menu, under "Other."

STEP 2 · PREP THE INTERVIEW

2

Build a realistic question in advance

Create your AI Fluency question and add the reference docs and data the candidate would actually work with day-to-day — a brief, a dataset, a draft to improve. Supported filetypes are **.md, .html, and .csv**. Set the scenario directly in the pad so the candidate starts with real context, not a blank page.

WHY THIS MATTERS

The richer and more job-relevant the inputs, the more **authentic and engaging** the interview — and the clearer the signal on how a candidate organizes inputs, prioritizes, and produces usable work.

STEP 3 · RUN THE SESSION

3

Collaborate live in the pad

The candidate joins the pad as normal. Both sides write and edit in a familiar doc-style interface and can invoke the embedded **AI chat / edit** to draft, iterate, or critique — candidates can even use AI to generate working HTML dashboards from the provided data. Watch the candidate research, organize complex inputs, communicate recommendations, and revise based on your feedback — in real time.

The full session — prompts, AI responses, edits, and comments — is recorded and replayable, so reviewers and calibrators can inspect AI usage afterward, just like a coding session.

STEP 4 · SCORE & HAND OFF

4

Take notes against the rubric, then copy into your ATS

Use the **AI Fluency Rubric** — see the rubric on page 2 — as your structured, consistent evaluation surface. Take notes against it during the session, then copy them directly into your ATS scorecard at the end — the same workflow your team already uses for coding interviews.

THE AI FLUENCY RUBRIC · WHAT GOOD LOOKS LIKE

OBSERVE	WHAT GOOD LOOKS LIKE
Approach to ambiguity	Clarifies the goal and constraints before diving in; structures the work rather than reacting prompt-by-prompt.
How they use AI	Gives the AI real context up front; uses it deliberately to accelerate the work, not to outsource the thinking.
Verification	Checks AI output against the source data; catches and corrects errors instead of accepting answers at face value.
Prompt iteration	Improves prompts when results fall short; refines tone, scope, and specificity rather than repeating the same ask.
Explaining tradeoffs	Articulates why one option beats another and communicates a clear, defensible recommendation.
Response to feedback	Adapts quickly and constructively when the interviewer redirects or challenges the work.

BEST PRACTICES

- **Don't start from a blank page.** Build the question ahead of time and load in the docs and data the candidate would handle in the role — it makes the interview realistic and the signal far stronger.
- **Position it as a complement to coding pads, not a replacement.** Same Interview product, multiple pad types — run a fully non-technical session or mix tech and non-tech in one interview.
- **Score against the AI Fluency Rubric above.** A consistent evaluation surface keeps scoring fair across interviewers and makes the ATS handoff clean.
- **Lean on playback for calibration.** Replay the recorded session to align interviewers, review AI usage after the fact, and keep scoring consistent across candidates.

WHO IT'S FOR

The AI Fluency Pad extends CoderPad beyond technical hiring and is ideal for assessing AI Fluency skills for **Sales, Marketing, Support, Finance, and Product Management** roles where working effectively with AI is now part of the job.