

NESA HR Talent Intelligence™

Participant Notice & Consent

NESA HUMAN RESOURCES

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What you should know before participating in a NESA HR Talent Intelligence™ assessment. Understand how assessment information is collected, evaluated, used, and shared; how your Talent Profile may be developed; and the rights, choices, and responsibilities that apply to your participation.

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1. Purpose of This Notice

This Talent Intelligence Participant Notice & Consent (“Notice”) explains how NESA Human Resources (“NESA HR,” “we,” “our,” or “us”) may collect, use, evaluate, retain, and disclose information when you participate in NESA HR Talent Intelligence™.

It also explains:

- What participation may involve
- What information may be collected
- How assessment information may be evaluated
- How technology may support the assessment process
- Who may receive your results
- Your responsibilities as a participant
- Your privacy and accommodation options
- The acknowledgments and consent associated with participation

Please review this Notice carefully before beginning a Talent Intelligence assessment.

This Notice should be read together with the NESA HR Privacy Policy, Terms of Use, Disclaimer, and Accessibility Statement.

2. About NESA HR Talent Intelligence™

NESA HR Talent Intelligence™ is a structured HR talent assessment and capability framework designed to provide a more complete view of an HR professional's knowledge, judgment, competencies, experience, evidence, career readiness, and potential alignment with particular HR roles.

Talent Intelligence is designed to supplement traditional information such as:

- Resumes
- Job titles
- Years of experience
- Education
- Professional certifications
- Interviews

with additional evidence regarding demonstrated HR capability.

Depending on the assessment pathway, Talent Intelligence may evaluate information relevant to areas such as:

- Applied HR knowledge
- Employee relations
- Business acumen
- HR strategy
- Communication
- Judgment
- Problem solving
- Leadership
- Change management
- Compliance awareness
- Talent management
- Organizational effectiveness
- Other HR competencies relevant to the assessment

3. Who May Participate

Talent Intelligence may be used by:

HR Professionals

Individuals may participate for purposes such as:

- Career development
- Understanding current capability
- Identifying development opportunities
- Career-level assessment
- Preparing for advancement
- Building a professional Talent Profile
- Demonstrating capability beyond a resume

Job Candidates

An employer may invite an individual to participate as part of a hiring or selection process.

Current Employees

Organizations may use Talent Intelligence in connection with:

- Professional development
- Talent reviews
- Career planning
- Internal mobility
- Succession planning
- Role calibration
- Promotion consideration
- Team capability analysis

The exact purpose of an assessment should be communicated to the participant before or at the beginning of the applicable assessment process.

4. Participation Does Not Guarantee an Employment Outcome

Participation in NESA HR Talent Intelligence™ does not guarantee:

- Employment
- An interview
- Promotion
- Job placement
- Compensation
- Career advancement
- Employer interest
- Continued employment
- Selection for another role
- A particular Talent Score or Career Level

Talent Intelligence is intended to provide structured information that can support professional and organizational decision-making.

It should not independently determine an employment decision.

5. What the Assessment May Include

Depending on the applicable Talent Intelligence pathway, participants may be asked to complete one or more of the following:

Applied HR Knowledge Assessment

Questions designed to evaluate knowledge and application of HR concepts and practices.

Situational Judgment Assessment

Workplace scenarios designed to evaluate how a participant may analyze and respond to realistic HR situations.

Integrated Business Case

A broader organizational scenario requiring the participant to analyze information, identify issues, make recommendations, and explain their reasoning.

Work Simulations

Exercises designed to evaluate how a participant approaches realistic HR work.

Examples may include:

- Employee relations review
- Investigation planning
- Manager advisory situations
- Workforce analysis
- HR strategy exercises

Structured Competency Interview

A structured interview designed to gather evidence regarding professional competencies and experience.

Professional Experience Review

Review of relevant employment history, responsibilities, accomplishments, education, certifications, and professional experience.

Work Evidence

Participants may have the opportunity to provide evidence demonstrating professional capability.

NESA HR will communicate which assessment components apply to a participant's particular assessment pathway.

6. Information We May Collect

Information collected during Talent Intelligence may include:

Identity and Contact Information

Such as:

- Name
- Email address
- Telephone number
- Location
- Professional profile information

Professional Information

Such as:

- Employment history
- Current and previous roles
- Job responsibilities
- Education
- Certifications

- Training
- Professional achievements
- Areas of HR experience
- Career interests

Assessment Information

Such as:

- Assessment responses
- Scenario responses
- Written analyses
- Work simulation submissions
- Business case responses
- Interview responses
- Assessment completion information
- Evaluation results

Professional Evidence

Where applicable, participants may voluntarily provide:

- Work examples
- Project descriptions
- Professional accomplishments
- Supporting documents
- Other evidence relevant to their HR capability

Participants should not submit confidential, proprietary, personally identifiable, or legally protected information belonging to a current or former employer unless they are authorized to do so.

7. Talent Profile Information

Information collected through the assessment process may be used to create a NESA HR Talent Profile.

Depending on the assessment, a Talent Profile may include:

- Career Level
- Talent Score
- Role Match
- Evidence Confidence
- Competency profile
- Assessment results
- Capability strengths
- Development opportunities
- Professional evidence
- Role-alignment insights

Not every Talent Profile will contain every element.

8. Career Architecture

NESA HR Talent Intelligence™ may evaluate capability using the NESA HR Career Architecture.

The framework currently includes:

Level 2 — HR Practitioner

Professionals performing foundational HR work within defined areas of responsibility.

Level 3 — HR Partner

Professionals applying broader judgment and advising managers across employee and business needs.

Level 4 — HR Leader

Professionals leading more complex HR work, workforce decisions, teams, or broader organizational priorities.

Level 5 — HR Executive

Professionals providing strategic HR leadership and influencing enterprise-level workforce and organizational outcomes.

A career-level designation reflects assessment evidence available at the time of evaluation and should not be interpreted as a universal statement about an individual's professional value or ability.

9. How Assessment Results May Be Evaluated

NESA HR may use structured evaluation methods that include:

- Defined competency standards
- Assessment rubrics
- Scoring frameworks
- Career-level standards
- Evidence evaluation
- Structured comparison criteria
- Professional assessor judgment
- Technology-assisted analysis

Different sources of evidence may be considered together rather than relying on a single assessment result.

NESA HR may revise its methodologies as the Talent Intelligence framework develops.

10. Technology-Assisted Analysis

Certain Talent Intelligence processes may use technology to assist with:

- Assessment administration
- Response organization
- Scoring calculations
- Data analysis
- Pattern identification
- Report preparation
- Talent Profile generation
- Quality control
- Administrative processing

Technology-assisted analysis does not necessarily mean that artificial intelligence is making an employment decision.

Where artificial intelligence, automated decision-making technology, or another regulated technology is used in a manner that triggers specific legal notice, consent, audit, or disclosure requirements, additional information may be provided before that technology is used.

This distinction matters because some jurisdictions regulate particular employment technologies. For example, New York City's Local Law 144 imposes requirements on covered automated employment decision tools, including a bias audit and candidate or employee notice.

11. Artificial Intelligence

NESA HR may use artificial intelligence or AI-assisted technology to support certain administrative, analytical, or assessment-related activities.

Where used, AI may assist with functions such as:

- Organizing information
- Identifying relevant assessment evidence
- Supporting analysis
- Drafting preliminary summaries
- Processing structured assessment data
- Supporting quality review

Unless specifically disclosed otherwise, participants should not assume that an AI-generated output independently determines their Talent Score, Career Level, employment status, or hiring outcome.

NESA HR may incorporate human professional review into Talent Intelligence processes.

12. Automated Employment Decision Tools

Certain jurisdictions impose additional requirements when technology meets the legal definition of an automated employment decision tool or similar regulated system.

When applicable, NESA HR and/or the participating employer may provide additional:

- Notices
- Disclosures
- Consent requests
- Information about assessment characteristics
- Bias-audit information
- Alternative selection procedures
- Accommodation information

For example, New York City prohibits covered employers or employment agencies from using an AEDT unless applicable bias-audit and notice requirements are satisfied.

This general Participant Notice does not replace a jurisdiction-specific notice where one is legally required.

13. Video Interviews and Recordings

Talent Intelligence may, in some circumstances, include a recorded or virtual interview.

If NESA HR intends to record an interview, participants will be informed where required and appropriate before recording begins.

If artificial intelligence will analyze a recorded video interview in a manner subject to applicable law, additional notice and consent may be required.

For example, Illinois law requires an employer using AI to analyze applicant-submitted video interviews for Illinois-based positions to provide specified information and obtain consent before the interview. The law also limits sharing of those videos and provides for deletion upon an applicant's request under specified circumstances.

NESA HR will apply additional procedures where applicable law requires them.

14. Human Review and Professional Judgment

Talent Intelligence is designed to provide structured evidence that supports—not replaces—professional judgment.

Assessment results should be interpreted within the context of:

- The assessment pathway used

- Available professional evidence
- The role being considered
- The organization's needs
- The participant's experience
- Other appropriate selection information

Where Talent Intelligence is being used by an employer, the employer remains responsible for its ultimate employment decisions.

15. Role Match

Where provided, a Role Match indicator reflects the degree of alignment between assessment evidence and defined requirements associated with a particular role.

Role Match should not be interpreted as:

- A guarantee of hiring
- A guarantee of successful performance
- A statement that a participant is unsuitable for other positions
- A universal measure of professional ability

Role requirements vary among organizations.

16. Talent Score

Where provided, a Talent Score summarizes defined components of a Talent Intelligence evaluation.

A Talent Score:

- Is based on the applicable assessment methodology.
- Represents evidence available at the time of evaluation.
- Should be interpreted with other Talent Profile information.
- Should not be interpreted as a measure of an individual's overall worth or intelligence.

No single numerical result should be considered in isolation.

17. Evidence Confidence

Where used, Evidence Confidence describes the strength, consistency, or completeness of the evidence available to support a Talent Intelligence evaluation.

An Evidence Confidence designation may reflect factors such as:

- Amount of assessment evidence
- Consistency across assessment components
- Quality of work evidence
- Verification of relevant information
- Availability of multiple evidence sources

Evidence Confidence does not independently describe an individual's capability.

18. Sharing Assessment Results

Who receives Talent Intelligence information depends on the purpose of the assessment.

Individual-Initiated Assessments

Where an HR professional independently purchases or completes an assessment, results will generally be provided to the participant.

Information will not be disclosed to a prospective employer merely because an assessment was completed unless:

- The participant authorizes disclosure;
- Disclosure is necessary for a service specifically requested by the participant; or
- Disclosure is otherwise permitted or required by law.

Employer-Sponsored Assessments

If an employer sponsors, purchases, requests, or administers a Talent Intelligence assessment, assessment results or Talent Profile information may be provided to that employer as described before participation or through the applicable employer arrangement.

Participants should review the purpose of an employer-sponsored assessment before proceeding.

19. Information That May Be Shared With Employers

Depending on the applicable service, an authorized employer may receive information such as:

- Career Level
- Talent Score
- Role Match
- Evidence Confidence
- Competency results
- Assessment outcomes
- Talent Profile
- Professional experience information
- Assessment observations
- Development insights
- Other information identified in the applicable assessment notice

NESA HR may limit disclosure of individual raw assessment questions, proprietary scoring methodology, internal evaluator materials, or other protected intellectual property.

20. Employer Responsibility

Employers using Talent Intelligence remain responsible for ensuring their employment practices comply with applicable:

- Federal law
- State law
- Local law
- Equal employment opportunity requirements
- Disability and accommodation requirements
- Privacy requirements
- Employment-selection requirements
- Other applicable regulations

NESA HR Talent Intelligence™ should not be the sole basis for a hiring, promotion, termination, compensation, or other significant employment decision.

21. Equal Opportunity and Fair Assessment

NESA HR intends Talent Intelligence to focus on job-related HR capability and professional evidence.

Assessments should not intentionally evaluate participants based on legally protected characteristics unrelated to job performance.

Applicable protected characteristics may include, depending on jurisdiction:

- Race
- Color
- Religion
- Sex
- Pregnancy
- National origin
- Age
- Disability
- Genetic information
- Other characteristics protected by applicable law

NESA HR may review and refine assessment processes as the methodology evolves.

22. Accommodations

NESA HR is committed to providing reasonable access to Talent Intelligence assessments.

If you have a disability or other condition that affects your ability to participate in an assessment, you may request an accommodation.

Depending on the assessment and circumstances, accommodations may include adjustments involving:

- Timing
- Format
- Navigation
- Communication method
- Delivery method
- Other aspects of the assessment process

An accommodation is intended to provide meaningful access without changing the fundamental competency or capability being assessed.

Participants are encouraged to request accommodations before beginning a timed or structured assessment.

23. Requesting an Accommodation

Accommodation requests may be submitted to:

NESA Human Resources

Email: info@nesahr.com

You may identify:

- The assessment you are scheduled to complete
- The accessibility barrier involved
- The accommodation or adjustment requested

You should not provide unnecessary medical details.

NESA HR may request limited additional information where reasonably necessary to evaluate an accommodation request.

24. Assessment Integrity

Participants agree to complete assessments honestly and in accordance with the instructions provided.

Unless expressly permitted, participants may not:

- Have another person complete an assessment.

- Copy assessment questions.
- Photograph or record restricted assessment content.
- Share questions or answers with others.
- Post assessment materials publicly.
- Obtain unauthorized assistance.
- Use prohibited reference materials.
- Use generative AI or other external tools when prohibited by assessment instructions.
- Manipulate assessment systems or results.

NESA HR may review, invalidate, suspend, or decline to issue results where there is reasonable evidence that assessment integrity has been compromised.

25. Confidential and Employer Information

Participants should not submit information they are not authorized to disclose.

When providing work examples or describing professional situations, participants should avoid unnecessarily identifying:

- Employees
- Applicants
- Clients
- Patients
- Customers
- Former employers
- Confidential investigations
- Protected health information
- Trade secrets
- Proprietary business information
- Other confidential information

Where possible, examples should be anonymized.

26. Privacy and Data Protection

Information collected through Talent Intelligence will be handled in accordance with the NESA HR Privacy Policy and applicable law.

NESA HR may use reasonable administrative, organizational, and technical safeguards designed to protect assessment and participant information.

However, no internet transmission, digital platform, or electronic storage system can be guaranteed to be completely secure.

27. Service Providers

NESA HR may use third-party service providers to support Talent Intelligence functions such as:

- Assessment administration
- Forms
- Scheduling
- Video conferencing
- Data hosting
- Cloud storage
- Analytics

- Communications
- Technology infrastructure

These service providers may process information on behalf of NESHA HR as reasonably necessary to perform their services.

Applicable provider practices may also be governed by their own privacy terms.

28. Retention of Talent Intelligence Information

NESHA HR may retain Talent Intelligence information for as long as reasonably necessary to:

- Provide assessment services
- Maintain Talent Profiles
- Support participant access
- Support employer engagements
- Verify assessment results
- Maintain assessment integrity
- Improve or validate assessment methodology
- Meet contractual requirements
- Comply with applicable law
- Resolve disputes
- Protect legal rights

Retention periods may differ based on the type of assessment, service, employer engagement, jurisdiction, or legal requirement.

Where applicable law provides a right to request deletion, eligible participants may submit a request under the NESHA HR Privacy Policy.

29. Requests to Access, Correct, or Delete Information

Depending on applicable law and the context in which Talent Intelligence was administered, participants may have rights involving their personal information.

These may include rights to request:

- Access
- Correction
- Deletion
- Portability
- Information about disclosures
- Review of certain automated processing
- Other rights available under applicable law

Requests may be submitted to: info@nesahr.com

Subject: "Talent Intelligence Privacy Request"

Certain information may need to be retained where required by law, contract, assessment integrity, dispute preservation, or other legitimate purposes.

30. Withdrawal of Consent

Where processing is based specifically on your consent, you may be permitted to withdraw that consent.

Withdrawal of consent will not necessarily affect processing that lawfully occurred before consent was withdrawn.

Depending on the stage of the assessment, withdrawal may mean NESHA HR is unable to:

- Complete your assessment
- Produce a Talent Profile
- Verify results
- Provide certain Talent Intelligence services

For an employer-sponsored assessment, withdrawal may also affect your participation in the employer's process. The employer—not NESA HR—remains responsible for determining the employment implications, if any, of nonparticipation.

31. State and Local Requirements

Employment assessment, privacy, artificial intelligence, automated decision-making, biometric information, video interviewing, and employment-selection laws may vary by jurisdiction.

Where applicable law requires additional:

- Notice
- Consent
- Disclosure
- Audit
- Data protection
- Retention limitation
- Alternative selection process
- Accommodation
- Participant right

NESA HR and/or the applicable employer may provide a supplemental notice.

Nothing in this Notice is intended to waive rights that cannot legally be waived.

32. Proprietary Assessment Materials

NESA HR Talent Intelligence™ assessments, methodologies, frameworks, scoring systems, competency standards, question banks, scenarios, business cases, simulations, Talent Profile formats, and related materials may constitute proprietary NESA HR intellectual property.

Participation does not grant permission to:

- Copy
- Publish
- Sell
- Distribute
- Reverse engineer
- Reproduce
- Create derivative assessment products
- Share restricted materials with others

Assessment transparency requirements imposed by applicable law will be honored to the extent required.

33. Changes to This Notice

NESA HR may update this Participant Notice as:

- Talent Intelligence evolves
- Assessment methods change
- Technology changes
- Privacy practices change

- Applicable laws develop

The Last Updated date will be revised when changes are made.

Where legally required, participants will receive additional notice or consent regarding material changes affecting their assessment.

34. Contact Us

Questions regarding this Notice, Talent Intelligence, privacy, or accommodations may be directed to:

NESA Human Resources

Email: info@nesahr.com

Website: nesahr.com

Participant Acknowledgment & Consent

I acknowledge that:

- I have received and reviewed the NESA HR Talent Intelligence Participant Notice & Consent.
- I understand the general purpose and nature of NESA HR Talent Intelligence™.
- I understand that participation may involve assessments, scenarios, simulations, interviews, professional-experience review, and other forms of evidence depending on my assessment pathway.
- I understand that information I provide may be evaluated using structured scoring, professional judgment, and technology-assisted processes.
- I understand that Talent Intelligence results may include a Career Level, Talent Score, Role Match, Evidence Confidence rating, competency information, assessment results, or other Talent Profile information.
- I understand that these results are intended to support—not replace—human judgment.
- I understand that participation does not guarantee employment, promotion, placement, compensation, or another career outcome.
- I understand how my assessment results may be disclosed based on whether my assessment is individually initiated or employer-sponsored.
- I agree to follow applicable assessment-integrity requirements.
- I understand that I may request an accommodation when needed.
- I acknowledge that my personal information will be handled as described in this Notice and the NESA HR Privacy Policy.

Consent

- ☐ I have read and acknowledge the NESA HR Talent Intelligence Participant Notice & Consent and consent to the collection, processing, and evaluation of my information as described above for purposes of my Talent Intelligence assessment.
- ☐ If employer-sponsored: I understand that this assessment is being conducted in connection with an employer-sponsored process and authorize NESA HR to provide the Talent Intelligence results and Talent Profile information described to me to the sponsoring organization, subject to applicable law.
- ☐ If applicable technology is used: I have received the applicable notice regarding the use of technology-assisted or automated analysis in this assessment and consent to its use as described in that notice.

Signature / Electronic Acceptance

Participant Name: _____

Email Address: _____

Assessment: _____

Date: _____

Electronic Signature / Acceptance: _____