EXPERT REVIEW TEMPLATE

Review AI-assisted work with a rationale others can follow

A worksheet for named reviewers. The rubric dimensions mirror the sample-data product demo; weights and thresholds in a pilot are set with the employer, documented, and versioned. The values here are illustrative, not validated cut scores.

Scenario and version	
Requirement version	
Artifact ID (no employee name)	
AI use disclosed by participant	Yes / No / Not permitted

Conflict check: I did not author this work and do not directly manage its author. [ ] Confirmed

Rubric

Dimension	What to look for	Level (0 to 4)	Rationale (required)
Source verification	Claims tied to the source packet; unsupported claims flagged		
Problem framing	Decision, constraints, and stakeholders made explicit		
Reasoning	Options compared; recommendation defensible from the evidence		
Deliverable quality	Clear, complete, and usable by the intended reader		
Escalation	Residual risk and unverifiable items stated and routed		

Levels: 0 not demonstrated · 1 major gaps · 2 partially meets · 3 meets · 4 exceeds. Illustrative threshold used in the product demo: weighted score of 70 with no critical error.

Critical error

Critical error present?	Yes / No
Description (a critical error overrides an otherwise passing score)	

Checks for AI-assisted work

- Is every material claim traceable to the source packet?
- Are confident statements that cannot be verified flagged or removed?
- Is uncertainty escalated to the right person rather than smoothed over?
- Does the work follow the employer's permitted AI-use policy?

Development suggestion and sign-off

Specific gap and suggested development	
Reviewer role and date	
Correction reason (only if amending an earlier review)	

A review records evidence against a requirement. It is not a certification, a compliance determination, or an employment decision.