

AI assistant decision worksheet

Use one copy per candidate. Compare observed behavior, not a category label.

1. Job and frequency — what result, how often?

2. Candidate and setup — product, plan/version, test date, settings

3. Sources and output — sample inputs, accounts, expected artifact

4. Context and trigger — what persists; what starts the next run?

5. Allowed actions — may read/change; must never do

6. Approval and stop — reviewer, approval boundary, cancellation

7. Acceptance checks — three source-based facts

1. _____ 2. _____ 3. _____

8. Failure check — missing fact/file; observed response

9. Evidence and effort — artifact/activity references, corrections, setup/review time; mark untested

10. Decision — limited use / retest / simpler approach; next test and reviewer

An unresolved permission or approval failure cannot be offset by polished output.
Examples in the guide are illustrative, not comparative product-test results.

Guide: brainmox.com/blog/agent-vs-chatbot-vs-copilot/

Detailed scorecard: brainmox.com/blog/ai-assistant-evaluation-scorecard/