

# CLEAR Framework

## Checking AI Output Quality

### Performance Review Edition



#### Correct

- ☐ Are the facts accurate?
- ☐ No hallucinations, invented details, or incorrect assumptions
- ☐ Numbers, timelines, and names (if provided) make sense
- ☐ Logical reasoning — no contradictions

**If not: ask AI to “verify accuracy” or “remove assumptions.”**

#### Logical

- ☐ Is the response well-organised?
- ☐ Does it follow a clear structure?
- ☐ Are points connected meaningfully?
- ☐ Does it read coherently from start to finish?

**If not: ask AI to “restructure for clarity” or “organise into steps/headings.”**

#### Essential (Completeness Check)

- ☐ Does it cover everything the prompt asked for?
- ☐ No major omissions
- ☐ Required number of items included (e.g., 2 achievements, 3 results)
- ☐ Relevant examples and details included
- ☐ Balanced — not missing key elements

**If not: ask AI, “Please revise to include all required elements, especially \_\_.”**

#### Actionable

- ☐ Does the response help you move forward?
- ☐ Contains steps, examples, insights, or guidance
- ☐ Not vague, generic, or abstract
- ☐ Immediately useful for your self-review or task

**If not: ask AI to “make this more actionable with concrete steps/examples.”**

#### Refined

- ☐ Polished, clear, professional tone
- ☐ Good grammar and flow
- ☐ Confident but not exaggerated
- ☐ Something you'd feel comfortable sharing with a manager

**If not: ask AI to “polish for professional tone and clarity.”**

