

HR AI Selection & Implementation Checklist

Business Problem & Use Case Identification

- ☐ Have you clearly defined the specific business problem this AI initiative aims to solve?
- ☐ Have you identified a high-impact use case that is feasible to implement now?

Data Readiness & System Compatibility

- ☐ Do you have access to the relevant workforce data required to power the solution?
- ☐ Will the AI tool integrate into your current systems and workflows without major disruption?
- ☐ Can integrations be tested during a pilot phase?

Stakeholder Alignment & Ownership

- ☐ Are key stakeholders aligned on goals, scope, and expected outcomes?
- ☐ Are roles and responsibilities for stakeholders clearly defined, including pilot ownership, approvals, and change champions?
- ☐ Is ongoing stakeholder engagement planned throughout rollout and scaling?

Transparency & Explainability

- ☐ Can the system explain its recommendations in plain language?
- ☐ Are users always aware when interacting with AI rather than a human?
- ☐ Does the product include in-app explanations or audit trails for AI-driven decisions?

Governance, Compliance & Ethics

- ☐ Is the AI built and deployed in line with ethical principles (fairness, accountability, transparency)?
- ☐ Is the vendor compliant with major regulatory frameworks and industry standards (e.g., EU AI Act, GDPR, New York LL 144 EEOC, ISO 42001)?
- ☐ Are legal and compliance risks regularly reviewed and mitigated, especially as regulations evolve?
- ☐ Has the AI been tested and audited by a third party for bias across key dimensions (gender, race, age, disability)?
- ☐ Are fairness metrics shared with customers or available for review?

Training Data Quality

- ☐ What types of data are used to train the AI (e.g., de-identified, non-PII, diverse sources)?
- ☐ Is customer data used to train the model, or kept isolated?
- ☐ Does the vendor maintain a proprietary, evolving skills/talent knowledge base?



Human Oversight & Control

- ☐ Is the AI designed to augment, not replace, human decision-making?
- ☐ Can users easily override or adjust AI recommendations?
- ☐ Are approval flows or review checkpoints configurable?
- ☐ Are boundaries between AI-driven automation and human decisions clearly established and governed?
- ☐ Is there transparency and auditability in AI decisions to support trust and accountability?

Security & Robustness

- ☐ Does the vendor meet enterprise security standards (ISO 27001, SOC 2, etc.)?
- ☐ Are role-based access controls and audit logs in place?
- ☐ Has the system passed internal or external penetration tests?

ROI & Success Metrics

- ☐ Have you set realistic ROI expectations linked to measurable improvements?
- ☐ Are success metrics linked explicitly to business outcomes and user adoption?
- ☐ Is there a process for ongoing performance monitoring and KPI adjustment based on learnings?

Change Management & Adoption

- ☐ Is there a clear rollout and change management plan, including training and enablement?
- ☐ Are training sessions included as part of the purchase?
- ☐ Are training materials tailored by user role and updated regularly?
- ☐ Is there a communication plan to keep different user groups informed and engaged?
- ☐ Are roles and responsibilities defined for implementation, support, and adoption?
- ☐ Is there a mechanism to collect user feedback and address adoption barriers continuously?

Deployment & Scalability

- ☐ Is there a phased rollout plan with clear milestones and criteria for expansion?
- ☐ Can the solution scale smoothly across teams, geographies, and use cases without disruption?
- ☐ Is deployment flexible, allowing you to start small and grow with organizational needs?

Vendor Support & Partnership

- ☐ Does the vendor provide ongoing support, updates, and proactive change enablement?
- ☐ Is there transparency regarding the vendor's AI development roadmap and ethics commitment?
- ☐ Are training and enablement resources available to support long-term success?
- ☐ Is the vendor's roadmap aligned with your organization's strategic talent goals?

