

CHECKLIST

AI IN THE WORKPLACE



As artificial intelligence (AI) technology continues to advance, employers are increasingly exploring its potential to enhance productivity, efficiency and decision-making in the workplace. While this technology presents opportunities for employers, it has limitations and exposures that must be considered. Implementing AI systems and tools requires careful consideration to ensure an organization’s responsible and ethical use.

This checklist aims to assist employers in establishing and maintaining AI systems and tools in the workplace. It’s intended to be used as a guide, so it doesn’t include every step or consideration, and not all of the following steps are necessary to establish and maintain AI systems in the workplace. Because this process may differ based on your organization’s size and other factors, the steps in this list should be modified to meet your organization’s unique needs. Since AI in the workplace requires employers to navigate a complex web of legal, operational and other considerations, employers are encouraged to seek legal counsel and other industry experts to address specific issues and concerns.

Before implementing AI Systems	Yes	No	N/A
Define clear goals, objectives and outcomes for implementing AI in the workplace.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Determine whether AI is the best solution to meet the organization’s goals, objectives and outcomes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identify potential risks and unintended consequences of implementing AI systems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consider the organization’s return on investment for implementing AI technology.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assess the compatibility of AI systems and tools with the organization’s existing technology systems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consult with experts to help the organization understand AI system options, potential issues and long-term benefits.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gather data that will be used for AI systems, models and tools.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Assess data that will be used to train AI algorithms to ensure it is accurate, reliable and representative of diverse populations to avoid perpetuating biases or discriminatory outcomes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
if using a vendor to implement AI systems and tools, ask how the vendor tests or validates their datasets and algorithms. This is essential because organizations may be held responsible for AI decision-making tools that discriminate on a prohibited basis protected by anti-discrimination laws even when those tools are developed by a vendor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure AI systems are transparent and provide understandable explanations for their decisions or recommendations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Implement mechanisms and controls to prevent biases and discriminatory outcomes and ensure fairness.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safeguard sensitive employee data by implementing security measures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Obtain employee consent before collecting and processing employee personal data, if required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Determine whether the organization's AI systems and tools conform to established or legally required accessibility standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Decide what methods will be used to sort data or information generated by AI systems and tools, ensuring they conform to all applicable legal standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Designate individuals to be responsible for all AI-related decisions and outcomes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Establish a plan to address any misuse or abuse of AI systems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Implement cybersecurity measures to safeguard AI systems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

After implementing AI Systems	Yes	No	N/A
Establish systems and processes to regularly monitor and audit the organization's AI systems to identify and address potential biases and discriminatory outcomes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure humans are involved in auditing AI systems and processes as they evolve.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monitor and evaluate the performance and impact of AI systems and tools to ensure they align with the intended objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Measure results, decisions and outcomes of the organization's AI systems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure compliance with relevant data protection regulations and employment laws.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Train employees regarding AI systems and their capabilities, including any workplace policies related to AI use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assess AI's impact on the workplace, including identifying areas where AI can automate tasks so employees can focus on more strategic work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Implement training programs to upskill and reskill employees so they can be successful in an AI-driven workplace.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regularly review and update AI systems and models to adapt to changing business needs and technological advancements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Implement a system for stakeholder and employee feedback.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Integrating AI into the workplace has the potential to enhance productivity and decision-making. However, employers must approach AI thoughtfully and responsibly. Use this checklist to help implement AI systems in the workplace.