

# 3. Ethical AI in Talent Management Checklist

## 1. Fairness and Non-Discrimination

DESCRIPTION	COMPLIANCE	ACTION NEEDED
1.1. AI models tested for bias across protected characteristics	<input type="checkbox"/>	<input type="text"/>
1.2. Regular audits conducted to detect and mitigate bias	<input type="checkbox"/>	<input type="text"/>
1.3. Diverse data sets used in AI training	<input type="checkbox"/>	<input type="text"/>
1.4. Fairness metrics established and monitored	<input type="checkbox"/>	<input type="text"/>
1.5. Human oversight implemented for critical decisions	<input type="checkbox"/>	<input type="text"/>

## 2. Transparency and Explainability

DESCRIPTION	COMPLIANCE	ACTION NEEDED
2.1 . Clear communication to employees about AI use	<input type="checkbox"/>	<input type="text"/>
2.2. Explainable AI techniques implemented	<input type="checkbox"/>	<input type="text"/>
2.3. Process in place for contesting AI decisions	<input type="checkbox"/>	<input type="text"/>
2.4. Documentation of AI decision-making logic	<input type="checkbox"/>	<input type="text"/>
2.5. Regular stakeholder updates on AI system performance	<input type="checkbox"/>	<input type="text"/>

## 3. Privacy and Data Protection

DESCRIPTION	COMPLIANCE	ACTION NEEDED
3.1 . Compliance with relevant data protection regulations	<input type="checkbox"/>	<input type="text"/>
3.2. Data minimization principles applied	<input type="checkbox"/>	<input type="text"/>
3.3. Secure data storage and transmission protocols	<input type="checkbox"/>	<input type="text"/>
3.4. Clear data usage and retention policies	<input type="checkbox"/>	<input type="text"/>
3.5. Employee consent obtained for AI-driven processes	<input type="checkbox"/>	<input type="text"/>

## 4. Accountability and Governance

DESCRIPTION	COMPLIANCE	ACTION NEEDED
4.1 . Ethical AI committee established	<input type="checkbox"/>	<input type="checkbox"/>
4.2. Clear roles and responsibilities for AI governance	<input type="checkbox"/>	<input type="checkbox"/>
4.3. Regular ethical impact assessments conducted	<input type="checkbox"/>	<input type="checkbox"/>
4.4. Incident response plan for AI ethics breaches	<input type="checkbox"/>	<input type="checkbox"/>
4.5. Ongoing AI ethics training for relevant staff	<input type="checkbox"/>	<input type="checkbox"/>

## 5. Human-Centric Approach

DESCRIPTION	COMPLIANCE	ACTION NEEDED
5.1 . AI designed to augment, not replace, human decision-making	<input type="checkbox"/>	<input type="checkbox"/>
5.2. Employee feedback mechanisms on AI systems	<input type="checkbox"/>	<input type="checkbox"/>
5.3. Consideration of AI's impact on employee well-being	<input type="checkbox"/>	<input type="checkbox"/>
5.4. Measures to prevent over-reliance on AI	<input type="checkbox"/>	<input type="checkbox"/>
5.5. Support systems for employees affected by AI implementation	<input type="checkbox"/>	<input type="checkbox"/>

**OVERALL ETHICAL AI COMPLIANCE SCORE: / 25**

### Key Areas for Improvement:

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Next review date:

Reviewed by:

- Regularly update this checklist to reflect new ethical considerations and regulations.
- Involve diverse stakeholders in the ethical review process.
- Use this checklist as part of a broader ethical AI framework in talent management.