

The Ultimate Checklist for Adopting AI at Work



WELCOME!

THANKS FOR DOWNLOADING THIS RESOURCE. LET'S MAKE IT YOURS.

We've found AI to be an asset to our day-to-day work as well as a way to enhance candidate experience. You may want to use AI to automate administrative tasks like:

- Resume screening
- Candidate shortlisting
- Scheduling interviews

Or you may want to take it further.:

- Use it (combined with human judgment and insight) to analyze historical data to predict outcomes such as employee attrition, performance, and engagement.
- AI-powered chatbots and virtual assistants can enhance stakeholder experiences, providing instant responses to employee queries, guiding them through HR processes, and offering personalized recommendations.

As HR and hiring professionals integrate AI into their operations, it's important to approach this transition with sensitivity toward staff concerns. Introducing AI may render some roles and tasks redundant, so it's essential to frame this evolution as an opportunity for growth and development rather than a threat to job security. Communicating the benefits of AI, such as freeing up time for more strategic, creative tasks and enhancing decision-making with data, can help mitigate fears.

It's also important to involve employees in the transition process, offering training and up-skilling opportunities to align their roles with the new technology-infused processes. This approach not only preserves a positive company culture but also champions a forward-thinking, inclusive environment where technology and human expertise can coexist.

Further, whatever your use case is, it's important to implement AI into your processes with intention and care. Hence, we recommend using this checklist to make implementing these process enhancements as smooth as possible.

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HOW TO USE THIS CHECKLIST

We welcome your feedback as you begin to use it to implement AI and HR tech into your organization. Reach out to us anytime at info@corvitus.com.

This resource is built for you to guide your approach to adopting AI and new tech within your organization. Feel free to add or remove items and update them with your brand logo and colors.

Once complete, this plan can be shared with anyone involved in implementing, or considering, new technology throughout your company.

Keep in mind: this template is designed to be completely customized by your company. If you feel there are sections included that you would rather omit, you are encouraged to make those changes as you see fit for your business.

1. DEFINE THE BUSINESS PROBLEM: WHAT AREAS OF FRICTION IN YOUR APPLICATION, ASSESSMENT, HIRING, AND/OR ONBOARDING PROCESSES CAN BE MITIGATED WITH AI?

- Identify the specific challenges or areas where AI can add value.
- Evaluate existing processes, and pain points where AI solutions can make a significant impact.
- Engage stakeholders and gather their input on the business problem.
- Prioritize the identified challenges based on their potential impact and feasibility.
- Clearly articulate and document the desired outcomes and objectives of adopting AI solutions.

2. FEASIBILITY ASSESSMENT: WILL THIS BE A HEAVY LIFT FOR IT, OTHER STAFF TO IMPLEMENT AI INTO YOUR CURRENT PROCESSES?

- Evaluate technical requirements and capabilities for AI implementation.
- Assess infrastructure and identify necessary upgrades.
- Consider data availability and quality for AI implementation.
- Identify potential limitations or challenges in technology and expertise.
- Assess financial implications and return on investment for AI adoption.
- Evaluate readiness of the organization's ecosystem and employees for AI integration.

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3. SET GOALS & OBJECTIVES: WHAT RESULTS DO YOU WANT FROM IMPLEMENTING AI INTO YOUR PROCESSES?

- Review the business problem and understand its impact.
- Define specific and measurable goals.
- Ensure goals are realistic, achievable, and time-bound.
- Identify key success indicators and criteria for measuring progress.
- Define metrics and benchmarks for tracking AI implementation success.
- Communicate goals and objectives to stakeholders and document them.

4. EDUCATE & TRAIN EMPLOYEES: GET YOUR TEAM ON BOARD

- Assess current knowledge and awareness of employees about AI.
- Identify key personnel who need AI training and education.
- Develop or find training sessions and resources covering AI basics and applications.
- Customize training content to align with organization goals and our industry.
- Schedule and conduct training sessions in person or online.
- Provide supplementary resources for deepening understanding.
- Measure training effectiveness through assessments and feedback surveys.

5. EVALUATE AI SOLUTIONS: WHAT AREAS OF YOUR HIRING, ASSESSMENT AND APPLICATION PROCESSES COULD BE ENHANCED WITH AI?

- Define requirements and objectives for AI solutions.
- Conduct research to identify potential AI tools, platforms, and solutions.
- Assess the capabilities, compatibility, and scalability of the solutions.
- Analyze potential ROI, implementation costs, and ongoing expenses.
- Look for solutions with ease of integration and user-friendliness.
- Seek recommendations and feedback from other organizations or experts.

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6. DEVELOP A PILOT PROJECT: CHOOSE AN AREA OR USE CASE TO FIRST IMPLEMENT YOUR NEW AI TOOLS.

- Identify and select a specific use case or process where implementing an AI solution can bring tangible benefits.
- Clearly define the objectives and desired outcomes for the pilot project.
- Establish measurable success criteria and metrics to evaluate the effectiveness of the AI solution.
- Identify the specific data requirements for the pilot project and ensure they can be met.

7. IMPLEMENT & MONITOR: BEGIN YOUR PILOT PROJECT WITH AN EYE ON THE DETAILS AS IT UNFOLDS, ENSURING IT WORKS AS INTENDED

- Follow the defined timeline and allocation of resources to execute the pilot project.
- Keep a close eye on the project's progress to ensure milestones are achieved, and it stays on track.
- Regularly review and analyze the data collected to evaluate the AI solution's performance.
- Compare the data against defined success criteria and metrics to determine if expectations are being met.
- Identify and address any issues or challenges that arise during implementation promptly.
- Continuously communicate with stakeholders, keep them informed about progress and outcomes, and collaborate effectively.

8. ITERATE & SCALE: TAKE WHAT YOU'VE LEARNED FROM THE PILOT PROJECT AND APPLY IT TO ADDITIONAL USE CASES WHERE AI CAN BE IMPACTFUL

- Assess the performance and outcomes of the AI solution during the initial implementation phase.
- Identify any shortcomings or areas that need refinement in the AI solution or its deployment.
- Collect feedback from end-users, stakeholders, and customers to understand their experience and insights.
- Based on feedback and identified areas for improvement, make necessary adjustments to the AI solution and implementation.
- Conduct testing and validation to ensure the effectiveness and reliability of the refined AI solution.
- Once the refined AI solution has proven successful, plan and execute the expansion of its deployment to additional teams, departments, or processes.
- Continuously monitor the AI solution's performance and make ongoing optimizations to enhance its effectiveness and efficiency.
- Offer training and support to employees and stakeholders to ensure they are equipped to effectively utilize and benefit from the scaled AI solution.

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9. ENSURE DATDA PRIVACY & SECURITY

- Identify and classify the types of data that will be used by the AI solution, including any sensitive or personal data.
- Establish protocols and safeguards to protect sensitive data, such as encryption, access controls, and data anonymization techniques.
- Conduct a thorough risk assessment to identify potential vulnerabilities in the AI solution and data handling processes.
- Develop and implement data governance policies and procedures to ensure compliance with regulatory requirements and internal policies.
- Educate employees and stakeholders on the importance of data privacy and security, providing training on protocols and best practices. Regularly audit and monitor access to data to identify any unauthorized or suspicious activities.
- Maintain an up-to-date inventory of data assets, including their location, storage, and retention policies.
- Implement mechanisms to address data subject rights, such as data access requests and the right to be forgotten.
- Establish incident response and disaster recovery plans to mitigate the impact of any potential data breaches or security incidents.
- Conduct periodic assessments and audits of the AI solution and data handling processes to ensure ongoing compliance.
- Continuously monitor changes in relevant regulations and update the AI solution and processes accordingly.
- Collaborate with legal and compliance teams to ensure the solution and data handling practices align with regulatory requirements.

10. CONTINUOUSLY LEARN & OPTIMIZE: USE THE DATA, FEEDBACK AND ENHANCEMENTS TO GENERATIVE AI TO FURTHER IMPROVE ASSESSMENT, CANDIDATE EXPERIENCE AND

- **Foster a culture of continuous learning:** Promote the value and benefits of AI adoption, encouraging employees to engage in continuous learning through resources, training programs, and knowledge-sharing platforms.
- **Stay updated on AI technologies:** Stay informed about the latest AI technologies, trends, and best practices through industry research, conferences, and workshops.

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10. CONTINUOUSLY LEARN & OPTIMIZE (CONTINUED)

- **Gather feedback:** Establish feedback mechanisms such as surveys or regular meetings to collect feedback from employees about their experiences, challenges, and suggestions for enhancing AI adoption.
- **Analyze feedback:** Review and analyze the feedback received to identify common patterns, areas for improvement, and optimization opportunities.
- **Collaborate and implement improvements:** Work with cross-functional teams to identify and implement improvements for enhancing AI adoption.
- **Communicate and recognize:** Regularly communicate progress and positive outcomes resulting from AI adoption initiatives to employees and recognize and reward those who actively contribute to continuous learning and optimization.