



# HR AI Compliance Readiness Checklist (2026 Edition)

A practical assessment tool for HR leaders  
navigating AI use in the workplace

# HR AI Compliance Readiness Checklist



*This checklist is designed to help HR teams identify risk, ask the right questions, and prioritize next steps as AI use and regulation continue to evolve. **It is not legal advice.***

## AI Visibility & Inventory

- Have we identified where AI or AI-assisted tools are currently used across HR (recruiting, performance, learning, analytics, scheduling, communications)?
- Do we understand **what decisions AI supports vs. what decisions remain human-led?**
- Are we aware of any “embedded AI” features included in vendor platforms we already use?

### Goal:

Avoid “invisible AI” influencing employment decisions without oversight.

## Regulatory Awareness & Monitoring

- Are we actively monitoring **federal AI guidance and enforcement direction**, even as national standards continue to develop?
- Do we operate in, hire from, or manage employees in states that have enacted or proposed AI-related employment laws?
- Have we identified whether any of our AI use cases could fall under emerging definitions of “high-risk” or regulated AI systems?

### Goal:

Ensure HR is not caught off-guard as enforcement and expectations evolve.



## Tip!

If you can't clearly explain how an AI tool supports a decision in plain language, it's a signal to pause and review before expanding its use.

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## State-Level AI Risk Check (Assessment-Based)

- Have we reviewed whether state laws (e.g., Illinois, Colorado, Texas) could apply to:
  - AI use in hiring or screening
  - AI-supported performance or discipline decisions
  - Automated decision-making tools
- Are we prepared to adjust practices if notification, documentation, or appeal processes are required in certain jurisdictions?

### Goal:

Reduce exposure in a growing patchwork of state rules without waiting for enforcement action.

## Bias, Fairness & Human Oversight

- Do we require human review before final employment decisions that involve AI-supported insights?
- Have we asked vendors whether bias testing or validation has been conducted on AI tools?
- Can HR explain, at a high level, how AI recommendations are generated if challenged?

### Goal:

Prevent discrimination risk and ensure AI is an assistant—not an authority.

## Employee Communication & Trust

- Have we clearly communicated **why** AI is being used (efficiency, support, productivity—not workforce reduction)?
- Are managers equipped to answer employee questions about AI use?
- Are we reinforcing that judgment, tone, and final decisions remain human-led?

### Goal:

Prevent fear, misinformation, and cultural backlash.

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## Vendor Due Diligence

- Have we asked AI vendors clear questions about:
  - Data sources and model training
  - Bias mitigation practices
  - Transparency and documentation
  - Ongoing monitoring and updates
- Are AI responsibilities and limitations addressed in vendor contracts where appropriate?

### Goal:

Avoid vendor-driven risk being passed directly to the employer.

## Internal AI Policy & Guardrails

- Do we have a written policy or guidance that explains:
  - What AI tools may be used
  - What AI should not be used for
  - When human approval is required
- Does the policy address quality control (e.g., avoiding low-quality or misleading AI output)?
- Is the policy written in plain language employees can actually understand?

### Goal:

Set expectations before misuse becomes a problem.



## Tip!

If an AI recommendation makes you uncomfortable, that instinct matters—pause, document the concern, and require human review before moving forward.

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## Safe, Low-Risk AI Use Cases

- Are we starting AI adoption in lower-risk areas such as:
  - Drafting and summarization
  - Process improvement
  - Learning and development support
  - Meeting efficiency
- Are higher-risk uses being evaluated more cautiously?

### Goal:

Capture value without unnecessary exposure.

## Readiness Snapshot

- Green:** AI use is visible, governed, and reviewed
- Yellow:** AI is in use, but controls or documentation need strengthening
- Red:** AI use lacks clear oversight or HR awareness

## Next Step

If this checklist surfaced questions or potential gaps, the next step is getting clarity—**before AI use creates compliance, employee trust, or decision-making issues.**

### Want help walking through your checklist results?

Schedule a short AI readiness conversation with MP's HR experts to determine what needs attention now—and what can wait.

