

AI Hiring Implementation Checklist

Fecund Circle — Practical Guide for Organizations

1. Readiness Assessment

- Define hiring goals and volume expectations
- Identify roles suitable for AI-assisted screening
- Review legal and compliance requirements
- Assign internal owner for AI hiring initiative

2. Tool Selection

- Compare AI interview platforms
- Verify data security and GDPR compliance
- Check ATS/CRM integration capability
- Confirm human review controls exist

3. Implementation Setup

- Configure interview workflows
- Design structured and fair questions
- Set candidate communication templates
- Enable audit logs and reporting

4. Human Oversight

- Define manual review checkpoints
- Train hiring managers on AI outputs
- Establish candidate appeal process
- Monitor for bias or anomalies

5. Optimization & Monitoring

- Track time-to-hire metrics
- Review candidate experience feedback
- Continuously refine screening criteria
- Schedule quarterly system review

6. Governance & Ethics

- Document AI usage policy
- Ensure transparency to candidates
- Maintain data retention controls
- Conduct periodic fairness audits

Need help implementing AI hiring safely? Contact Fecund Circle for guided setup and training.