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Checklist : How to introduce AI into your recruitment process, step by step



AI can make your recruitment process smarter and more efficient, but only when it’s implemented carefully and thoughtfully. This checklist will help you make sure nothing gets overlooked. Work through the steps with your team and tick off each item as you go.

Step 1: Define your goals

- [ ] Identify the main pain points in your recruitment process, such as time-to-hire, candidate experience or diversity.
- [ ] Choose one or two areas where AI could have the greatest impact.
- [ ] Define your goals clearly so you can identify the solutions that best meet your needs.

Step 2: Choose the right AI solution

- [ ] Check whether your existing recruitment or HR software already includes AI capabilities.
- [ ] If your current tools don’t offer the functionality you need, explore external AI solutions that align with your goals.

- [ ] Make sure the solution can integrate with your existing systems.
- [ ] Check data security and compliance requirements, including GDPR, security measures and data storage locations.

Step 3: Test and evaluate

- [ ] Request a demo and test the AI tool in your day-to-day recruitment process using anonymised data.
- [ ] Gather feedback from the people who will use the tool.
- [ ] Assess the solution for ease of use, transparency and reliability.
- [ ] Determine whether it genuinely adds value to your recruitment process.

Step 4: Set clear guidelines

- [ ] Agree with your team on what AI should — and should not — be used for.
- [ ] Establish guidelines for the use of sensitive data and AI-supported decisions.
- [ ] Make sure the use of AI complies with GDPR requirements.
- [ ] Clearly define roles and oversight, for example by requiring human review before rejecting candidates.
- [ ] Document these guidelines and share them across the organisation.

Step 5: Implement and integrate

- [ ] Connect the solution to your ATS or HR system.
- [ ] Train recruiters and hiring managers on both how to use the tool and how to interpret its output.
- [ ] Build AI into your existing workflows rather than using it as a standalone tool.

Step 6: Keep monitoring and improving

- [ ] Schedule regular reviews to measure how the tool is being used and the results it delivers.
- [ ] Gather feedback from both your team and candidates.
- [ ] Make adjustments where needed to get the most value from the tool.
- [ ] Be transparent with candidates by clearly explaining how and why AI is being used and, where relevant, how it may benefit them.

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