

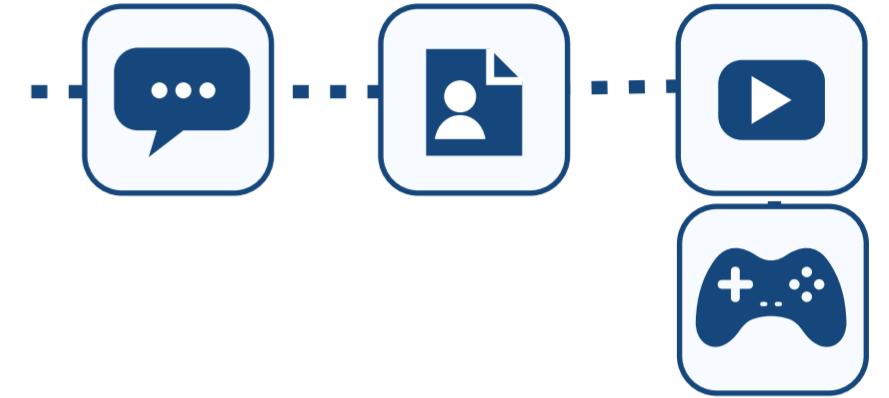


AI in Hiring Compliance Checklist for Multistate Employers



Inventory your automated employment decision tools

Consider making a complete list of all your hiring programs, noting any tool that uses computers to read, rank, or test candidates. This list should include chat programs, resume readers, video tools, and game-like tests.



Review vendors for transparency, bias, and governance

Check your vendors carefully, asking for proof of how the computer programs were built. Consider asking for the results of independent bias audits to make sure the software does not accidentally treat people unfairly.



Assess notice, consent, and documentation requirements

Add clear warnings and agreement buttons to your job applications so candidates know if and when computers are involved. Also, set up a safe way to store information about how the program affects different groups.



Coordinate HR, legal, compliance, and operations teams

You cannot follow the law alone. Your human resources, legal, compliance, and operations teams should meet often to talk about how the software is doing and plan for new state laws.

