

## YOUR FIRST 30 DAYS WITH AI

# HR Professionals

Five practical actions for HR managers, talent acquisition professionals, and people operations teams who want to use AI more confidently -- and more responsibly -- starting this month.

*These five actions do not require technical knowledge or special tools. They require professional judgment -- which you already have. Each one takes under 30 minutes. Together they build the foundation for AI use that is confident, consistent, and professionally defensible.*

## 01 Find out which HR tools in your stack have AI active by default

Most modern HR platforms -- applicant tracking systems, HRIS, performance management tools -- have AI features enabled by default. Many HR professionals did not choose to activate these features; they were simply on. You cannot govern AI use in your HR function without first knowing where it is already operating.

### START HERE

*Open your ATS, HRIS, and performance management platform. Look specifically for any feature that scores, ranks, flags, or categorizes candidates or employees automatically. List what you find. That list is your starting inventory of AI in your HR function.*

## 02 Identify the employment decisions in your workflow that AI is influencing

The legal exposure in AI-assisted HR work attaches to specific decision types -- hiring, promotion, performance management, compensation, termination. Not all HR AI use carries equal risk. The risk is highest where AI output influences a decision that has legal consequences for an individual employee or candidate.

### START HERE

*Write down the three employment decision types most common in your current role. For each, ask: is there any AI tool involved in gathering, scoring, or presenting the information I use to make this decision? That mapping is your risk inventory.*

### 03 Read one piece of guidance on AI in employment decisions

The regulatory landscape for AI in HR is moving quickly. NYC Local Law 144, Illinois HB 3773, and EEOC technical assistance on AI are already in effect. More state-level requirements are coming. The HR professional who has read the current guidance -- even at a high level -- is in a fundamentally different position than one who has not.

#### START HERE

*Search for EEOC artificial intelligence employment and read the most recent technical assistance document. Fifteen minutes of reading that most of your colleagues have not done. Note one specific implication for your current hiring process.*

### 04 Set a personal standard for what employee data stays out of AI tools

HR professionals handle the most sensitive personal data in any organization -- health information, performance records, compensation data, disciplinary history, accommodation requests. Consumer AI tools are not designed to handle this data safely. The consequences of a data handling failure in HR are personal, legal, and reputational.

#### START HERE

*For each AI tool you use, ask one question: if an employee's personal data entered this tool and was retained or used for training, what would the consequence be for them and for the organization? Your answer determines what can safely go in.*

### 05 Have one direct conversation with a hiring manager about AI in your process

Hiring managers often do not know which parts of the candidate experience involve AI assessment. That knowledge gap creates a compliance risk -- and a fairness risk -- that HR professionals are in the best position to close. One direct conversation starts the process of making AI use in hiring visible and governed.

#### START HERE

*Choose one hiring manager you work with regularly. Ask them: do you know which steps in our hiring process involve AI scoring or screening? Their answer will tell you exactly where the transparency and governance work needs to start.*

## QUICK REFERENCE

## Five questions. Five signals.

Keep this page. Return to it when you are about to use AI for consequential professional work.

### BEFORE YOU USE AI FOR PROFESSIONAL WORK

- Which AI tools in my HR stack are active by default -- and have I reviewed what they do?
- Have I identified the employment decisions in my workflow that AI is influencing?
- Do I know the current regulatory requirements for AI in employment decisions in my jurisdiction?
- Have I set a clear standard for what employee data can and cannot enter AI tools?
- Can I explain our AI use in hiring to a candidate, regulator, or legal counsel if asked?

### SIGNALS WORTH PAYING ATTENTION TO

- You cannot name the AI features active in your current HR platforms.
- You have not reviewed any regulatory guidance on AI in employment decisions.
- You have input sensitive employee data into a consumer AI tool.
- Hiring managers in your organization do not know which hiring steps involve AI.
- You could not describe your AI governance approach to HR processes to a regulator today.

These five actions are your starting point. AI Wise for HR Professionals takes you significantly further -- covering disclosure and transparency obligations, Title VII, ADA, ADEA, and state AI disclosure law requirements, data governance for sensitive HR information, and governance frameworks that make AI-assisted HR work defensible. Seven modules. Role-specific. Built for how AI actually shows up in HR practice.

### Ready to go further?

Enroll in AI Wise for HR Professionals and earn a verifiable credential that documents your AI literacy at a professional level.

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