

# Artificial Intelligence in Recruiting Worksheet

Three DEI-related questions to ask before adding AI recruiting technology to your HR tech stack.

Many AI tools promise that they can make the hiring process less biased and more inclusive, but there are still concerns about how these tools work and whether they can deliver on this promise. The questions below are intended to help you carefully evaluate AI while continuing to do the work to create a more diverse and inclusive workplace for everyone.

## How does your workplace intend to use AI?

Where do you see AI impacting your diversity recruiting goals? AI should not be used as a replacement for other diversity recruiting efforts. Instead, AI should be seen as a tool that is additive to your other DEI actions—otherwise, the hiring team will continue to perpetuate bias further down the hiring funnel.

## Who programs and creates the AI? What are they doing to mitigate bias?

This is a question to explore in AI demos or during the buying process for a specific tool. Is the AI company you are considering doing its own work to reduce bias? Are they aware of the potential unconscious biases that could creep into their product? It's important to understand any AI company's philosophy about DEI and whether they are taking proactive steps to mitigate bias in their solution.

## How will you audit the use of AI technology for impact?

Regularly auditing for impact is the way to detect and mitigate bias and to maintain checks and balances to ensure your AI is functioning effectively. Does your company have clear initiatives to increase diversity and a plan to measure AI's impact? Are you tracking the right metrics in your ATS to measure that impact?



*About the author*

## Jenn Tardy

Jenn Tardy, founder of Jennifer Tardy Consulting (Team JTC), has been on a mission to help employers and job seekers reach their goals since 2004, driven by a passion to see increasing diversity make sense and cents. As a Recruitment Thought Leader, she created the #HiringSuccess programs to enable employers to attract and hire applicants from underrepresented backgrounds and foster inclusive work cultures. As a Career Success Coach, Jenn uses her expertise in overcoming bias-driven obstacles to empower job seekers through the #CareerSuccess program. Based in Maryland, Team JTC is an award-winning, internationally recognised firm working with DEIB consultants and career coaches. Jenn holds numerous certifications in Human Resources and DEIB, she is a LinkedIn Top Voice, and she serves as a Co-Chair within The Society for Diversity's Careers & Collaboration community.

## A Q U E N T

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