Beginner's Checklist for Inclusive AI

Guidance to help your organization procure and implement inclusive artificial intelligence (AI) hiring technologies.

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If you are a recruiting or hiring manager and want to procure and implement inclusive AI hiring technology, then this checklist is for you! The questions below were created after speaking to innovators with disabilities who have worked extensively with AI. The Partnership on Employment & Accessible Technology (PEAT) developed a report based on these insights and created this checklist as a companion to that report. While not meant to be a comprehensive guide, this checklist will help you get a solid start and begin thinking about how you can use AI in inclusive ways.

Ask Before You Buy

Your vendor should be able to provide an AI transparency statement for any new technology you procure. Before you procure an AI-enabled technology, ask your vendor the following questions.

- ☐ What datasets does the platform use to train the algorithms to match candidates to jobs? How do they test or validate the algorithms' effectiveness?
- ☐ Were diverse teams with varying lived experiences and characteristics involved in designing and testing the platform? Is there any evidence or documentation of this?
- ☐ Does the transparency statement include bias mitigation, including disability bias?
- ☐ If the vendor doesn't have an AI transparency statement, how will they address that fact?
- ☐ Does the product have a statement of conformance to accessibility standards? This is known as an Accessibility Conformance Report (ACR).

Ensure Mindful Implementation

After you procure an AI-enabled hiring technology, you need to use it in inclusive ways and continually check that it is making fair decisions. As you implement the technology, ask yourself the following questions.

- ☐ Are people with disabilities in your organization involved in the decision-making process regarding the technology's rollout?
- ☐ How does your organization ensure that humans are continuously involved in auditing AI processes as they evolve?
- ☐ Have you defined how this tool will be used in coordination with disabled hiring programs?

Plan to be Transparent

You should inform applicants about how AI is used in your recruiting and hiring processes.   As you begin to use the technology, ask yourself the following questions.

- □ Does the platform provide an end-user explainability statement?

- □ Are applicants able to request accommodations once they understand how AI is used?

- □ Can applicants provide feedback to alert you to problems they encounter?

Mitigate Bias & Monitor for Disability Inclusion

You should work to mitigate bias and monitor for disability inclusion. As you begin to use the technology, ask yourself the following questions.

- □ What methods do you use to sort essential versus preferred qualifications in job postings and job matching? Are they weighted differently in the algorithm?
- □ How does the platform support candidate disability status self-disclosure while also respecting individual privacy?
- □ Does the platform allow candidates to request reasonable accommodations during the hiring process?
- □ How does the platform address the needs of multiply marginalized candidates?

Remember, this is just the beginning. AI tools must be continually monitored to ensure they produce fair outcomes for your job candidates. To learn more about AI bias in hiring tools, please visit PEAT's AI & Disability Inclusion Toolkit.