

AI DECISION CHECK™

Quick reference — five checks before you trust, use, share, or act on AI-generated output.

1

CLARIFY THE PURPOSE

What am I asking AI to do? Is AI appropriate for this task?

2

CONSIDER PEOPLE & ACCOUNTABILITY

Who could be affected? Who remains responsible for the outcome?

3

PROTECT THE INFORMATION

Is anything sensitive, confidential, or restricted? Is the tool approved for this use?

4

CHALLENGE THE OUTPUT

Can I trust the response? What errors, bias, or missing context may be present?

5

CONFIRM BEFORE USE

What must be verified, revised, disclosed, cited, approved, or escalated before use?

FINAL DECISION — *select the best next step*

PROCEED

Move forward as described, subject to normal human review and applicable policy.

PROCEED WITH CHANGES

Appropriate once information, process, output, or safeguards are changed.

SEEK GUIDANCE OR APPROVAL

Needs supervisor guidance, institutional review, or additional approval first.

DO NOT PROCEED

Should not move forward in its current form.

AI can support the work. Human judgment and accountability remain essential.