



HR AI Governance Readiness

A practical self-assessment for HR leaders

AI is increasingly embedded in HR decisions – from hiring and performance management to workforce planning and employee engagement. While these tools offer efficiency and insight, they also introduce governance, compliance, and reputational risks if left unmanaged.

This checklist is designed to help HR leaders:

- Understand where AI is influencing people's decisions
- Identify early governance gaps
- Prepare for regulatory, legal, and board-level scrutiny

This is **not a compliance audit**. It is a readiness tool.

Intended audience: CHROs, HR VPs, HR Directors, People & Talent Leaders

How to Use This Checklist

This checklist is meant to be completed collaboratively by HR leadership, with input from Legal, IT, Risk, or Compliance as needed.

Instructions:

1. Review each statement carefully
2. Check the box only if the statement is fully true today
3. Leave it unchecked if the practice is informal, undocumented, or unclear
4. Use unchecked items to guide prioritization

Guidance: If fewer than 70% of items are checked, your organization may have an elevated AI governance exposure.

Section 1: AI Usage Transparency

Understanding where and how AI is used is the foundation of effective governance.

- We have a clear inventory of AI-enabled tools used across HR
- We know which HR decisions are influenced or automated by AI
- HR leadership understands the purpose and scope of each AI tool
- Employees are informed when AI influences employment-related decisions
- AI outputs are reviewed by humans before high-impact decisions

Section 2: Governance & Accountability

Clear ownership ensures accountability for AI-driven outcomes.

- An executive owner is accountable for HR AI governance
- Roles and responsibilities related to AI oversight are documented
- There is a defined escalation path for AI-related issues
- HR, Legal, and IT collaborate on AI governance decisions
- AI risks are reviewed periodically at the leadership level

Section 3: Policy & Compliance Alignment

AI use must align with internal policies and external obligations.

- AI use in HR aligns with existing HR and ethics policies
- We have reviewed AI practices against relevant employment laws
- Data privacy considerations are built into AI workflows
- AI decision-making criteria can be explained if challenged
- We monitor regulatory developments affecting HR AI

Section 4: Vendor & Tool Oversight

Third-party AI tools introduce additional governance considerations.

- Vendors disclose how their AI models function at a high level
- Vendor contracts address data ownership and usage
- We assess vendors for bias, fairness, and compliance risks
- AI vendors are reviewed periodically, not just at purchase
- Exit plans exist if an AI tool must be retired

Interpreting Your Results

- **Low Risk (70–100% checked):** Foundational governance practices are largely in place
- **Moderate Risk (40–69% checked):** Some controls exist, but gaps should be addressed
- **High Risk (Below 40% checked):** Governance exposure likely requires attention

This checklist reflects current readiness — not future intent.

Optional Next Step

Some HR leaders choose to validate their checklist results with an external perspective.

Navigenz offers a focused **HR AI Mini Audit** designed to:

- Clarify governance gaps
- Prioritize actions
- Support executive and board discussions

This step is optional and advisory.

Learn more at: navigenz.com