



A PRACTICAL GUIDE FOR TALENT LEADERS

90-DAY AI ADOPTION CHECKLIST

Oleeeo



A Practical Guide for Talent Leaders

Bringing AI into your hiring process doesn't mean hand-delivering your workflow to a robot. When done right, AI acts as a helpful co-pilot, speeding up tedious task work while keeping your team firmly in the driver's seat.

Why HR Leaders Are Adopting AI Now

If you are feeling a bit overwhelmed by how fast hiring tech is changing, you are not alone. Only 1% of leaders feel their organizations are completely AI-ready, yet 93% of Fortune 500 HR executives (Gallup survey, 2024) have already begun using AI tools.

Here is why top teams are leaning into it:

- **Massive Time Savings:** HR professionals using AI save an average of over three hours per week, with some high-volume teams seeing a 30% reduction in cost-per-hire.
- **Beating the Application Surge:** Thanks to generative AI, the average number of applications a candidate sends has skyrocketed by 239% since 2022 (The economist). Recruiters are drowning in noise, and AI tools help surface the best talent before they accept another offer.
- **Better Standards:** 89% of HR managers (HR Magazine, 2025) who use AI state that it has actively improved overall hiring standards.

This 90-day checklist is designed to help you launch AI tools safely, build your team's confidence, and stay fully compliant without dragging down your hiring momentum.

This is a general guide to understand how to be compliant with changing AI regulations, but depending on the legislation you fall under, additional steps may be required.

Phase 1: Days 1–30 | Start Small & Build Confidence

Focus on low-risk, high impact tools first to get some easy wins, clean up your workflows, and make sure candidate data is secure.

Take Inventory of Your Current Tech - **HIGH PRIORITY**

Look at where AI might already be creeping into your process. Check if your current tools are leaking information into public AI models, or if they use secure, private enterprise environments (like Oleeo) that keep your company data entirely safe.

Focus on Goals, Not Just Shiny Features - **HIGH PRIORITY**

Layering smart AI over a broken, old system doesn't work. Before buying any new tech, map out your current benchmarks—like your actual time-to-hire, drop-off rates, and diversity metrics—so you can measure what really improves.

Delegate the Easy Stuff to Automation - **LOW RISK**

Start your team out with simple, administrative automations. Use secure chatbots to answer candidate FAQs over the weekend, set up an internal mobility focused bot, or use generative AI to help draft clear, unbiased job descriptions.

Talk to Your Legal and Tech Teams - **MEDIUM PRIORITY**

Don't build your AI strategy in an HR silo. Sit down with your Chief Legal Officer, CTO, and Data Protection Officers early on to make sure your hiring tools align with your company's broader security policies.

Phase 2: Days 31–60 | Check Your Tools & Vet Your Partners

As you start using AI for deeper tasks like screening and interviewing, make sure your compliance and vendor guardrails are rock solid.

Run a Simple Privacy Check (DPIA) - **HIGH PRIORITY**

Complete a standard Data Protection Impact Assessment for any new vendor. You need to know exactly where candidate data is stored, who has access to it, and ensure there aren't hidden background tools scraping data without permission.

Ask Vendors the Hard Questions - **HIGH PRIORITY**

Make sure your technology partners aren't quietly building unapproved profiles using your candidates' data. Ensure your vendors are willing to share accountability and liability if their system functions as a digital gatekeeper.

Demand Fairness, Not "Black Boxes" - **HIGH PRIORITY**

Algorithms trained on old hiring data can easily repeat past human mistakes—like a famous resume scanner that learned to reject female applicants because it was trained on a decade of male-dominated hires. Avoid "black box" tools that can't explain why they gave a candidate a certain score.

Protect Your System from Tricks - **MEDIUM PRIORITY**

Set up strong safety guardrails for any public-facing chatbots or text boxes. Test your tools to ensure candidates can't use clever prompts to trick the AI into giving incorrect information or misrepresenting your employer brand.

Phase 2: Days 31–60 | Check Your Tools & Vet Your Partners



Bring Diverse Perspectives to the Table **MEDIUM PRIORITY**

When setting up and testing an AI tool, involve a demographically and technically diverse team. This keeps your process balanced and prevents blind spots or bias from accidentally being coded into your selection criteria.



Keep a Human in the Loop **HIGH PRIORITY**

Remind your hiring managers that AI is an assistant, not a replacement. Rejecting a candidate based entirely on an unverified AI score without a human ever looking at the resume is a major compliance risk. When assessing AI tools, make sure that all decision making is transparent and that there is a human in the loop for every final decision.

Phase 3: Days 61–90 | Review Bias, Stay Transparent & Scale

Prepare your high-volume workflows, automated scoring systems, and public processes for long-term success.



Get an Independent Fairness Audit - **HIGH PRIORITY**

Work with an outside auditing service to test your screening algorithms for bias. Having clear, independent proof that your tools treat all demographics fairly gives your organization excellent confidence in what your tools are doing.



Keep Tabs on AI Accuracy - **HIGH PRIORITY**

Regularly test your AI's scoring by comparing its recommendations against a control group of resumes reviewed manually by your recruiters. Make sure the software isn't accidentally scoring candidates low amazing people who have unconventional career paths.



Be Open with Candidates - **HIGH PRIORITY**

Always let applicants know when AI is being used in the application process. Having an AI charter in place, specifically for candidates, on acceptable use of AI or how the organisation uses AI, provides a clear, easy path for candidates to ask questions, request an explanation for a decision, or appeal a result to a real human.



Use AI to Spot Human Bias, Too - **MEDIUM PRIORITY**

Humans are prone to fatigue and inconsistent choices, too. Use your AI analytics to audit your human hiring managers. Look for patterns where certain interviewers might be drifting from your standardized criteria or grading unfairly.

Phase 3: Days 61–90 | Review Bias, Stay Transparent & Scale



Give an Update to Leadership - **LOW RISK**

Package your wins and compliance steps into a quick, jargon-free update for your executive board. Show them exactly how your structured approach has protected the company, saved recruiter time, and turned compliance into a competitive advantage.

A Quick Reminder: This checklist is built to provide an excellent operational framework based on modern TA research and compliance standards. Because local employment laws vary, always run your final checklist by your internal legal counsel.

ABOUT OLEEO

Oleeo is the leader in human-centric AI-powered ATS & AI add-ons that supercharge your recruitment. Our intelligent, automated tools handle the heavy lifting— AI screening of candidates and skills assessment, eliminating bias, and engaging candidates 24/7 with conversational chatbots.

This frees your experts up to focus on building genuine connections and making those crucial, nuanced hiring decisions that only a human can make.

See how our AI helps you connect with talent like never before. [Visit Oleeo](#) to learn more.

