



The following AI in Recruitment governance document is written specifically for an Australian recruitment and HR context, with a focus on risk management, defensibility, and ethical practices rather than just how to use.

AI in Recruitment (Australia) - Governance Checklist

This checklist is designed to be used before, during, and after AI is applied in any recruitment activity.

A. Purpose and Scope

- Is the purpose of using AI clearly defined (e.g. drafting, structuring, summarising)?
- Is AI being used to support, not replace, professional judgement?
- Does the use align with organisational recruitment policy and values?

B. Privacy and Confidentiality (Non-Negotiable)

- No personal candidate information entered (names, contact details, DOB, photos, visa, health, diversity data)
- No client-confidential or commercially sensitive information entered
- All information is genuinely de-identified
- AI tool treated as an external third party unless formally approved
- Use aligns with the Privacy Act 1988 and Australian Privacy Principles

C. Bias and Fairness Controls

- Selection criteria defined before reviewing candidates
- Criteria are job-related, measurable, and lawful
- AI is not used to infer personal characteristics or “fit”
- Outputs reviewed for prestige bias (employer names, linear careers)
- Reasonable alternative pathways and transferable skills considered

D. Acceptable Use Classification (Traffic Light)

- Green: Drafting, structuring, summarising content only
- Amber: Evidence mapping or shortlist support with mandatory human review
- Red: No automated ranking, rejection, or selection decisions



E. Human Oversight and Accountability

- A recruiter or panel member reviews all AI-assisted outputs
- AI outputs treated as drafts, not final decisions
- Final decisions made by accountable humans
- Professional judgement applied and documented
- Ability to start over if AI deemed bias or missed the key elements of the role / brief

F. Record-Keeping and Defensibility

- Selection criteria and scoring rubrics retained
- AI's role in the process is documented (how it was used, not raw chat logs)
- Shortlist and selection rationale cites evidence, not AI opinion
- Records suitable for audit, review, or challenge

G. Ethical Considerations

- AI use is proportionate to the task
- Decisions can be explained clearly to candidates and stakeholders
- Candidate dignity and fairness preserved throughout the process
- AI use enhances trust rather than undermining it

Checklist outcome:

- Approved to proceed
- Requires adjustment
- Not approved for AI use