

AI Readiness Checklist

Every conversation about the future of work now begins with two letters: **AI**.

According to the **World Economic Forum's *Future of Jobs Report 2025***, **86% of employers** say AI and automation will reshape their organizations by 2030 — yet **only 41% have a clear strategy** to prepare their workforce. In addition, the **IBM *Global AI Adoption Index 2025*** found that **72% of HR leaders** admit their teams lack the skills or literacy to use AI effectively.

At **HR Media & Co.**, we know that AI readiness isn't about racing technology; it's about empowering people to lead alongside it.
This checklist is your guide to assessing how AI-ready your organization truly is, not just in systems and tools, but in mindset, skills, and culture.

Because the future of work won't belong to the fastest — it will belong to the most prepared

Why It Matters

Most organizations want to use AI, but few are truly ready. This quick diagnostic helps you identify where your company stands across five critical readiness areas so you can act with confidence and clarity.

At HR Media & Co., we help you prepare your people and processes for responsible, bias-aware AI adoption through our AI services:

AI Ready: AI for the Future of Work™ helps organizations assess readiness, design ethical AI strategies, and prepare their people for the changing nature of work. Through collaborative planning and capability-building, leaders and teams gain the clarity, structure, and confidence to integrate AI effectively, aligning technology with culture, purpose, and performance.

SkillForward: AI for HR Teams™ develops AI fluency within HR teams, enabling smarter hiring, learning, and people analytics. Focused on practical application and ethical use, it empowers HR professionals to enhance decision-making, streamline operations, and lead digital transformation without losing the human touch.

How to Use This Checklist

- Review each statement listed below.
- Check if the statement is true for your organization.
- Add your scores (1 = Not Ready, 5 = Fully Ready).
- Use your total score to gauge your overall AI readiness.

1️⃣ Leadership & Strategy

☐ The leadership team has a clear vision of how AI supports business goals.
☐ The executives recognize how AI will transform not only operations but also the human experience at work.
☐ Organization AI strategy includes ethical and DEIA considerations.
☐ Leadership regularly discusses bias and risk in AI decision-making.
☐ Clear ROI metrics exist for measuring AI success.

Score (1–5): _____

2️⃣ Workforce Readiness

☐ Employees understand how AI will enhance their roles.
☐ AI literacy and comfort have been assessed across teams.
☐ HR and leaders have access to continuous AI skills training, including upskilling, reskilling, and learning agility development.
☐ Clear communication plan in place to address AI concerns, dispel myths, and promote transparency and trust across all levels of the organization.
☐ Employees feel included, informed, and empowered throughout the AI adoption process, with opportunities to provide input and feedback
☐ Career pathways and maps are designed to help employees **upskill, reskill, and transition** seamlessly into evolving roles as AI reshapes work.

Score (1–5): _____

3️⃣ Data & Technology Infrastructure

☐ HR systems (HRIS, ATS, payroll) are AI-compatible, integrated, and supported by accurate, compliant data to enable future AI applications.
☐ Organizational data is accurate, secure, and ethically managed to minimize bias and build trust in AI-driven decisions.
☐ AI vendors were evaluated and selected based on ethical, inclusive practices **and their alignment with organizational goals, workforce needs, and long-term strategy**.
☐ Cybersecurity and data privacy standards are current, compliant with applicable laws, and regularly reviewed in partnership with *and regularly reviewed by* ***cross-functional leadership teams responsible for risk, compliance, and technology governance.***

☐ Data governance framework includes clear human oversight to ensure transparency, accountability, and ethical decision-making in AI systems.

Score (1–5): _____

4️⃣ Culture & Change Management

☐ Leadership established a structured change management plan to guide AI adoption, ensuring alignment across strategy, culture, and workforce readiness.
☐ Leadership clearly communicates the purpose behind AI adoption, how it aligns with organizational goals, values, and the human side of work.
☐ “AI Champions” or pilot groups have been identified across functions to test tools, gather feedback, and model responsible AI adoption.
☐ Recognition, performance management, and reward systems reinforce innovation, learning agility, and adaptability as core behaviors for thriving in an AI-enabled workplace
☐ Employees trust leadership to use AI responsibly with transparency, accountability, and clear communication about how AI impacts people and decisions.

Score (1–5): _____

5️⃣ Ethics, Bias & Compliance

☐ AI bias detection and mitigation processes in place, regularly reviewed, and supported by human oversight to ensure fairness, transparency, and accountability
☐Processes are in place to ensure that all AI-driven HR recommendations or decisions are reviewed, validated, and approved by qualified HR leadership and executives before implementation.
☐ **Quarterly AI audits** are conducted by HR, IT, and AI governance

councils or cross-functional groups to evaluate fairness, accuracy, and DEIA alignment with findings documented, corrective actions implemented, and results reported to leadership.
☐ Documented **Ethical AI policies** are created, maintained, accessible, and reviewed annually with HR, IT, and AI councils to ensure compliance, fairness, and ongoing alignment with organizational goals and values.
☐ ROI reporting includes both quantitative results and qualitative measures that reflect the impact of AI initiatives on equity, inclusion, and overall employee experience.

Score (1–5): _____

Your Total Score

Category	Score (1–5)
Leadership & Strategy	
Workforce Readiness	
Data & Technology	
Culture & Change	
Ethics, Bias & Compliance	

Total (out of 25): _____

Readiness Level: 0–10 = **Not Ready**

Readiness Level: 11–17 = **Emerging**

Readiness Level: 18–25 = **AI Ready**

Next Step: Turn Insight Into Action

Now that you know where your organization stands, let's take the next step together!

Our team will:

- Review your checklist results in detail
- Identify your top readiness priorities
- Create a **customized AI roadmap** to help you integrate AI responsibly and effectively

Whether you're just beginning your journey or refining your strategy, we'll help you move forward with confidence, clarity, and care.

Be AI Ready. Stay Human. Lead the Future of Work.

🎯 **Let's Build Your AI Roadmap**