

AI LITERACY FOR ALL EMPLOYEES

PRACTICAL CHECKLIST RESOURCE GUIDE

Responsible AI Use in the Workplace

CHECKLIST 1

Before Using AI for Any Task

Use this checklist to determine whether AI is appropriate for your work activity.

- ☐ Is this task suitable for AI assistance?
 - ☐ Does the task involve routine or informational work?
 - ☐ Could incorrect results create risks?
 - ☐ Is human judgment required for decisions?
 - ☐ Is the AI tool approved by your organization?
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CHECKLIST 2

Writing Effective AI Prompts

Improve AI results by ensuring your prompts include:

- ☐ Clear description of the task
 - ☐ Context and background information
 - ☐ Intended audience or purpose
 - ☐ Desired format (summary, list, report)
 - ☐ Specific instructions or constraints
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CHECKLIST 3

Evaluating AI Outputs

Always review AI-generated information using this checklist.

- ☐ Are facts accurate and verifiable?
 - ☐ Is the information complete?
 - ☐ Does it answer the intended question?
 - ☐ Is the context appropriate?
 - ☐ Does the output require human review?
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CHECKLIST 4

Detecting AI Errors

Watch for common warning signs:

- ☐ Conflicting or inconsistent information
 - ☐ Outdated references or statistics
 - ☐ Unsupported claims presented as facts
 - ☐ Misinterpretation of instructions
 - ☐ Lack of context or nuance
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CHECKLIST 5

Identifying Bias in AI Outputs

Check for fairness risks:

- ☐ Does the output favor a specific group?
- ☐ Are perspectives missing?
- ☐ Are stereotypes present?
- ☐ Is the data source balanced?
- ☐ Could the output create unfair outcomes?

CHECKLIST 6

Protecting Privacy When Using AI

Before entering information into AI systems:

- ☐ Does the data contain personal information?
 - ☐ Does it include confidential business data?
 - ☐ Is the AI tool approved for sensitive use?
 - ☐ Has the information been anonymized?
 - ☐ Are privacy policies being followed?
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CHECKLIST 7

Ethical AI Use

Ensure responsible AI decision-making.

- ☐ Is the AI output fair and unbiased?
 - ☐ Are humans accountable for decisions?
 - ☐ Are stakeholders considered?
 - ☐ Would AI use be transparent if disclosed?
 - ☐ Does the use align with organizational values?
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CHECKLIST 8

Avoiding Common AI Mistakes

Before using AI results:

- ☐ Have you reviewed the output carefully?
- ☐ Have you verified important information?

- ☐ Are you avoiding over-reliance on AI?
 - ☐ Have you protected sensitive data?
 - ☐ Have you applied human judgment?
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CHECKLIST 9

Integrating AI Into Workflows Safely

When adding AI to work processes:

- ☐ Does AI improve efficiency responsibly?
 - ☐ Are review steps included?
 - ☐ Is human oversight maintained?
 - ☐ Are responsibilities clearly defined?
 - ☐ Are risks documented and monitored?
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CHECKLIST 10

Continuous AI Learning

To stay AI-ready:

- ☐ Do you update your AI knowledge regularly?
 - ☐ Do you evaluate AI performance over time?
 - ☐ Do you report AI risks or concerns?
 - ☐ Do you follow organizational AI policies?
 - ☐ Do you participate in ongoing training?
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MASTER RULE OF RESPONSIBLE AI USE

Always treat AI outputs as:

👉 Starting points — not final answers.

Human judgment, oversight, and responsibility must always remain central.