

# AI LITERACY FOR ALL EMPLOYEES

## PRACTICAL CHECKLIST RESOURCE GUIDE

### Responsible AI Use in the Workplace

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#### **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- Outdated references or statistics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?

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## 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?

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- 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.