VENDOR SELECTION CHECKLIST: AI
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H3 HR Advisors

By: Trish Steed & Steve Boese

When vetting vendors, HR tech buyers should prioritize their unique organizational needs, ensuring the solution not only has advanced AI capabilities but is also ethically designed, user-friendly, offers value for the money, and is a financially sound organization.

1. General Questions:
___What specific AI technologies does your product incorporate?
___Can you provide case studies or examples of how your AI has been successfully used in similar organizations or industries?
___What benefits can we expect from your AI features as compared to non-AI solutions?

2. Functionality & Integration:
___How does the AI feature integrate with the existing functionalities of your product?
___Is the AI embedded within the product? If not, can the AI components integrate seamlessly with our current HR systems and other enterprise software?
___How customizable are the AI features to suit our organization's unique needs?

3. Data Handling & Processing:
___What type of data is required for the AI to operate optimally?
___How is data sourced, and can we use our historical HR data?
___How does your system ensure the data quality feeding into the AI?

4. Ethics & Bias:
___How do you handle potential biases in your AI algorithms, especially in sensitive areas like recruitment?
___What steps have you taken to ensure the AI operates ethically and transparently?
___Can the AI's decisions be easily explained and understood by HR professionals?

5. Security & Compliance:
___How do you ensure the security of our data when using AI functionalities?
___Is the AI component compliant with relevant data protection and privacy regulations (e.g., GDPR, CCPA)?
___What safeguards are in place to prevent misuse or unauthorized access to AI-driven insights?

6. Scalability & Performance:
___How scalable is the AI feature, especially if our organization grows or data volume increases?
___What are the hardware and software requirements to ensure optimal performance of the AI functionalities?
___How do you handle updates and improvements to the AI component without causing disruptions?

7. Support & Training:
___What type of training and support do you provide to help our HR team utilize the AI features effectively?
___How regularly do you update your AI algorithms, and how are customers informed and trained on these updates?
___Do you have a dedicated team to address AI-specific issues or concerns?

8. Cost Implications:
____How is the AI functionality priced? Is it separate from the core product or bundled?
____Are there any additional costs related to data storage, processing, or third-party integrations related to AI?
____What are the potential ROI and long-term cost savings we can expect from incorporating AI into our HR processes?

9. Feedback & Continuous Learning:
____How does your AI system adapt to feedback and continuously improve its algorithms?
____Can we easily adjust or refine AI outputs based on our organizational preferences?
____How regularly is the AI model trained with new data, and can we contribute to or influence this training process?

10. Vendor's AI Expertise:
____What is your company's experience in developing and deploying AI technologies?
____Do you collaborate with any academic or research institutions for AI development?
____How do you stay updated with the latest advancements in AI and ensure that your product remains at the forefront?