

The AI Risk Checklist for Modern Recruitment Teams

A Guide for Professionals in Australia, the
UK, Europe, & the USA



Built with  Google Gemini

When it comes to AI risk and compliance, company size is irrelevant.

The new rules apply equally whether you're a specialised boutique agency, an early-stage startup, or a large internal talent acquisition team.

This checklist is a simple guide to help you understand the risks and ask the right questions.



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Part 1: Your Day-to-Day AI Habits

How safe are the tools you're using right now?

Scoring Guide: This section is foundational. To be considered compliant with basic best practices, you must be able to check all four boxes. Anything less represents a critical governance gap.

The Check	The Question	Why This Matters
☐	Do you have a clear, written AI policy from your company?	Without a policy, everyone is operating in the "wild west." This exposes your company to huge risks if an employee misuses a tool with client data. A simple policy is the first line of defence.
☐	Are you, or is anyone on your team, ever pasting confidential data (candidate info, client lists) into public AI tools?	This is the #1 way confidential business information is leaked. A single leak of a client's candidate list to a public AI can destroy a relationship and your company's reputation.
☐	Do you have a "Human-in-the-Loop" rule, ensuring a person makes the final call on all critical hiring decisions?	It's a legal shield. Regulators globally require "meaningful human oversight." Proving a human had the final say is crucial for defending against claims of algorithmic discrimination.
☐	Has your company provided formal training on its AI policies and the risks involved?	Training demonstrates a legal "duty of care." If a breach or a discrimination claim occurs, being able to show that staff were properly trained is a critical part of the company's legal defence.

Your Score: ____ / 4

(If less than 4, you have a critical internal governance gap.)

Part 2: Your Global Compliance Risk Exposure

Is your work unknowingly breaking international laws?

Scoring Guide: Score 1 point for each "Yes." This section measures your awareness of global liabilities. A low score indicates a major blind spot.

The Check	The Question	Why This Matters
☐	Australia Are you prepared for recruitment AI to be regulated as "high-risk"?	The Australian government has signalled this is coming. Getting governance in order now puts your business ahead of competitors and shows clients you are a mature, responsible partner.
☐	UK Are you aware that individual recruiters can be held <i>personally liable</i> for discrimination under the UK's Equality Act	If your team handles UK candidates and uses a biased AI tool, an individual recruiter could be held personally accountable. This is a direct risk to them and the business.
☐	EU Does your team handle data for <i>any</i> candidates based in the EU?	If yes, the EU AI Act applies directly to your business. It has extra-territorial reach and mandates impact assessments and full transparency, with fines up to €35 million.
☐	USA If you recruit for roles in NYC, are you using a tool that has passed an independent bias audit?	NYC's Local Law 144 requires it. Non-compliance means fines and reputational damage.

Your Score: ____ / 4

(A score of 2 or less indicates a significant exposure to international legal risk.)

Part 3: The AI Tool Your Company Provides

Is your AI provider a partner or a liability? Ask them to answer these deal-breaker questions.

Scoring Guide: This is a pass/fail test. For an AI tool to be considered truly "enterprise-grade" and safe for business use, the answer to all of these questions must be a contractually guaranteed "Yes."

The Check	The Question	Why This Matters
☐	Can you show us in the contract where it guarantees our data will never be used to train their public models?	This is the most important question. If the answer is "no," your company's confidential work is being fed into a public system, creating an irreversible IP leak.
☐	Can you guarantee our data will be stored and processed only in Australia (or our required region)?	Many corporate and government clients have this as a non-negotiable contractual requirement. Using the wrong tool can lose you a major account.
☐	Can we see the vendor's SOC 2 Type II or ISO 27001 security certifications?	This is independent proof that their security is real, not just marketing. It's the same level of assurance your enterprise clients expect from you.

Your Vendor's Score: ____ / 3

(If this section isn't a perfect 3 ("Yes") across the board, your platform is a liability.)

From Risk to Advantage: The Path Forward

For the Recruiter on the Front Lines:

You're caught in the middle: you feel the pressure to use AI for productivity, but you're also exposed to the risks. The worst companies will simply ban AI, causing their best recruiters to leave for firms with better tools.

The next step is to share this knowledge. Forward this checklist to your manager or the person responsible for technology and compliance in your business. It's the starting point for a crucial conversation about protecting the business and empowering the team.

For the Decision-Maker:

If you've received this checklist from a member of your team, it's a sign of a proactive and responsible culture. The issues raised here - data leaks, compliance failures, and personal liability risks - are the central challenges facing our industry.

The most progressive businesses are turning this challenge into a competitive advantage. As one leader using our platform put it:

“ *We've just built a backend agent with Amplify which has revolutionised how we work - the results we've achieved in a very short amount of time are mind blowing. It already has, and will continue to allow us to hire more expert consultants at Real Time.*

I can see AI, like any new technology leading to a net-hiring-gain... until we understand that we are in a 'leadership' and 'organisational' revolution much more than a 'technical' one, the only tool we'll keep using is the axe... The resulting brain drain and loss of institutional knowledge will be a far greater long-term cost than any immediate payroll savings. ”

As this leader highlights, solving this requires two things: the right technology and the right culture.

The Amplify Solution: Technology & Partnership

We provide both components needed to turn risk into a strategic advantage.

1. The Technology: Your Secure, Enterprise-Grade Platform

This is the foundational difference between a high-risk tool and a defensible asset.

Capability	Generic Consumer AI	Amplify AI Fleet
IP & Data Security	"Black Box" SaaS. Candidate and company data is used for model training, putting you at risk.	Enterprise-Grade Security. Guarantees proprietary data is never used for model training.
Value Proposition	Task Automation. "We help your recruiters find more candidates and send more emails, faster."	Amplification: We amplify your team's expertise to deliver better outcomes (velocity, quality, etc)
Workflow	Off-the-Shelf (Rigid). The recruiter and adapts their workflow to the tool's features.	Holistic & Bespoke. A custom-built AI fleet is engineered around the team's unique workflow.
Project Memory	Short-term & Forgetful. Becomes unreliable, fast.	Persistent & Project-Long. A reliable partner for the search.

2. The Partnership: Building Your High-Performance Culture

A great tool is not enough. Through our optional Adoption & Change Management package, we provide the AI literacy and training to help your team move from simply using AI to thinking like a strategic partner with it.

If you're ready to build a compliant, secure, and truly amplified AI strategy, the next step is a confidential conversation.

[Click to Book Your Discovery Call](#)