

Your first AI move in HR

A practical guide to use with your sponsor. Four moves take one HR task from a good idea to a decision you can defend: decide where AI belongs, agree a boundary, test on non-personal material, decide with evidence.

Start small. Learn fast. Decide with evidence.

The guide on one page Four moves, each agreed with your sponsor on one page.

- ### 1 Decide where AI belongs

The question
Which HR task would be better with AI, and what would your team spend the time on instead?

What you agree
One task, chosen with the team and compared with simpler fixes and the features you already own, with a named owner.

Worksheet 1 · page 2
- ### 2 Agree a boundary

The question
What may the tool see, what must it never decide, and who owns it?

What you agree
A one-page boundary: what AI can do, what needs a check first and what stays off limits, with owners named.

Worksheet 2 · page 3
- ### 3 Test on non-personal material

The question
Does AI help on synthetic or approved non-personal material, once review and correction are counted?

What you agree
A measured baseline, a controlled trial and a record of every correction and limit.

Worksheet 3 · page 4
- ### 4 Decide with evidence

The question
What did we measure, and does it say proceed, adapt or stop?

What you agree
A decision with its conditions and known limits, a named owner, a date and a costed next step.

Worksheet 4 · page 5

How to use it with your sponsor

Work through it together

Agree each move with your sponsor before you start the next. One task at a time keeps the decision clear.

Fill in the worksheets

Each move has a short worksheet. Together, the four become the record of your decision.

Begin without employee records

Every move works on approved non-personal material. Anything involving personal data goes through the right review and controls first.



1 Decide where AI belongs



2 Agree a boundary



3 Test on non-personal material



4 Decide with evidence

Decide where AI belongs

Start with the task, then the tool.

Choose one piece of HR work your team would like to improve. Compare AI with simpler process fixes and the features you already own, and let the task decide the tool.

How to choose

Start from the work

Name the outcome, eliminate and simplify, then set the baseline before any demo.

Use what you own first

Map the AI and data you already own across your platforms. Configure before you buy.

Look where people already improvise

Tools people already use informally are a signal of unmet need, and often a good place to begin.

Decide where the time goes

Hours saved become value once you decide where they go: manager coaching, complex cases, service quality.

Typical first moves

- ☐ HR policy and communication drafting from approved source material
- ☐ HR process improvement using synthetic process examples
- ☐ Learning-material preparation from approved content

HR holds some of the most sensitive information in the business and makes the most human decisions. That is exactly why HR should shape how AI arrives.

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Your task shortlist Worksheet 1 · list three or four candidates, then check your favourite

HR task	Who does it today	A simpler fix, or a feature you own?	Where would the time go?

Is it a good first move?

- ☐ One workflow, in one business unit
- ☐ Testable on approved non-personal material
- ☐ Today's effort and quality can be measured
- ☐ A person reviews every output before use
- ☐ People keep the judgement that shapes careers
- ☐ The team helped choose it

Our first task

Named owner

Who benefits

Sponsor



Agree a boundary

What the tool may see, what it must never decide, and who owns it.

Write the boundary down before anything starts, on one page your people can use: what AI can do, what needs a check first, and what stays off limits.

What to agree

The data

List what the tool may see. Start with approved non-personal or synthetic material; anything involving personal data goes through the right review and controls first, with your privacy owners.

The decisions

Name what AI may help with and what a person decides. Make human review meaningful, and give people a route to question an output.

The owners

A named owner for the workflow, a sponsor, and whoever owns approval. Know who has rights that come first.

The people

Involve employee representatives early where your country provides for them, with specifics: the workflow, the data, what AI does and what people decide.

37%

say risk, compliance and ethical concerns are the biggest barrier to adopting AI in HR.

A written boundary gives that concern a clear answer from day one.

Cloud Assist, AI in HR: The Reality Check 2026, Finding 3. Research we commissioned with global HR leaders.

Where your people are

The rules differ by country, and the method is the same everywhere. See what applies at thecloudassist.com/where-you-are. Your legal and privacy owners make the interpretation; we help them make it.

Your boundary on a page Worksheet 2 · agree it, share it with everyone taking part, then start

AI can

For example: draft from approved source material

Check first

For example: high-stakes content, before anyone sees it

Stays off limits

For example: anything that shapes a career

Workflow owner

Sponsor

Who owns approval

Privacy owner

Reviewers

Approved tools

Who we tell first

Where concerns go

☐ Boundary shared with everyone taking part, before the trial starts



Test on non-personal material

A controlled trial on synthetic or approved non-personal material.

Test before any personal data is even considered. Measure today first, agree what good looks like, then let your team practise judging the output.

Five steps for a fair test

- 1 **Measure today**
Time and quality for the task as it runs now, including rework. This is your baseline.
- 2 **Prepare the material**
Synthetic examples or approved non-personal content, with a named person who approved it.
- 3 **Agree what good looks like**
Acceptance criteria agreed before you start, tested on your own scenarios.
- 4 **Run it with people reviewing**
Label AI-assisted content, route high-stakes content through a human review gate, and log every correction.
- 5 **Write down what you learn**
Review and correction effort, errors spotted, known limits and open conditions.

Build judgement as you test

Confident HR teams know when to question the answer. Use the trial to practise the skills that matter:

- ☐ Source checking
- ☐ Sensitive-data handling
- ☐ Spotting low-quality output
- ☐ Fairness and judgement

Your trial plan [Worksheet 3 · complete it before the first test run](#)

Task under test		Material we will use	
Approved by		People taking part	
Trial starts		Trial ends	
Baseline today		minutes per task	
		times a month	
Quality measure			

Acceptance criteria

- 1
- 2
- 3

Before the first run

- ☐ Every output labelled as AI-assisted
- ☐ A person reviews every output before it is used
- ☐ Each correction logged, with the time it took
- ☐ Concerns have a route to the owner

Where we record results

- 1 Decide where AI belongs
- 2 Agree a boundary
- 3 Test on non-personal material
- 4 **Decide with evidence**

Decide with evidence

Proceed, adapt or stop, on what you measured.

Take the evidence to your sponsor and make a clear decision. A well-supported “not yet” is a valid result.

Count the human work honestly

Net time returned per task = baseline handling and rework time, **minus** assisted handling, verification, correction and oversight time.

Multiply by volume only when the volume is representative. Report capacity, cost avoided and service quality separately, and count cash savings only where you can realise them.

Success is measured in capacity redirected to people work, never in headcount.

What evidence would make this a **responsible decision** for you and for the people affected by it?

Ask it before you sign off.

Your evidence and decision Worksheet 4 · complete it together, then sign it off

What we measured	Baseline	Trial	What it tells us
Time per task, including review and correction			
Quality: errors found and corrected			
What participants said			
Concerns raised, and how they were handled			

Net time per task minutes **x** representative volume a month **=** hours a month

Our decision

☐ Proceed ☐ Adapt ☐ Stop

Conditions and known limits

Named owner

Decision date

Costed next step

Released time goes to

HR lead

Sponsor

Date

Find your first move

A thirty-minute conversation about your priorities, the systems and information involved, and who would need to say yes. You leave with three candidate first moves and a view of what a responsible start looks like for your organisation.

No charge. No employee records required. No slides about us.

Book your thirty minutes



thecloudassist.com/bookings

The conversation Three parts, ten minutes each.

First 10 minutes

What you are trying to achieve

The priority, who benefits, and what the team would spend more time on if it worked.

Next 10 minutes

What is already available and permitted

Which information and decisions are involved. What your systems can already do. Who owns approval, and who has rights that come first.

Final 10 minutes

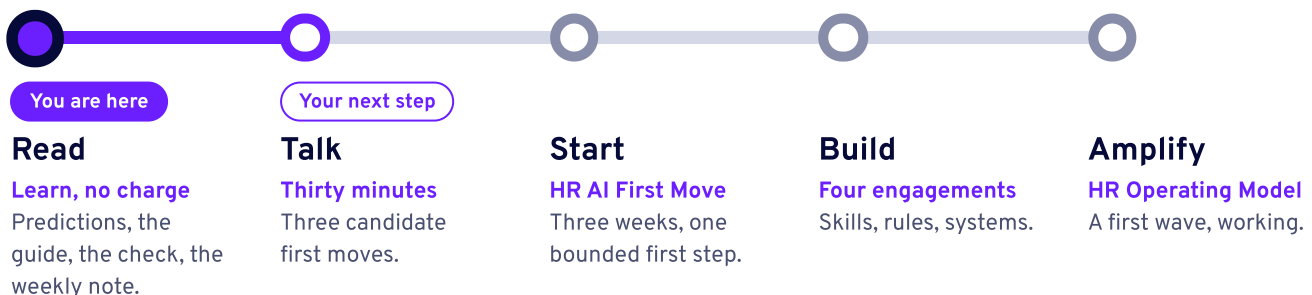
One bounded next step

What evidence would support a decision, a named owner and a date. We recommend the smallest credible next move.

Bring your worksheets. Even one page filled in gives the conversation a head start.

Where this guide sits on your journey

Read. Talk. Start. Build. Amplify. Enter where you need support.



HR AI First Move runs these four moves with you on one workflow in three weeks, and ends in a Decision Pack: evidence, limits, a proceed / adapt / stop recommendation and a costed next step. PeopleSafeguard is part of every AI engagement, set up in week one at no separate charge, and keeps the register, the decision and the evidence. [See every step at thecloudassist.com/your-journey](https://thecloudassist.com/your-journey).

Move forward with AI. Keep people first.

This guide is general guidance for HR leaders. Your legal and privacy owners make the interpretation of any rule for your organisation; we help them make it.

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