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FREE CHECKLIST · GDPR · EEOC · EU AI ACT

The Anti-Bias Hiring Checklist

Compliance-ready recruiting — wherever your candidates live.

A practical, vendor-neutral guide from Screeq — the AI recruiting platform built for in-house talent teams. Every statistic in this PDF links to a primary 2024–2026 source on the citations page.

Questions? coffee@screeq.com

What you'll get from this guide

01 · The regulatory floor

The strictest rules today are concentrated in the United States (New York City and Colorado) and the European Union. **These are enforced in those regions now** — but they're also the template the rest of the world is copying. When the same rules reach your region, will you already be ready?

- **NYC AEDT (Local Law 144)** — annual independent bias audit for any AI hiring tool, plus public summary on your careers page.
- **Colorado SB 24-205** — impact assessment for high-risk AI in employment decisions (effective 1 Feb 2026).
- **EU AI Act** — AI used in recruitment is classified 'high-risk'; transparency, logging, and human oversight required.
- **EEOC guidance (US-wide)** — disparate-impact testing applies whether the decision is made by a human or an algorithm.

Outside these regions? Three of the four items above are good practice anywhere — they make your hiring defensible if a candidate complains, and they make your AI vendors prove their work.

02 · The 8-point pre-flight checklist

- 1. Documented job-related criteria for every role (no proxy variables).
- 2. Same rubric, same questions, every candidate.
- 3. Annual bias audit by a third party (NYC required; do it anyway).
- 4. Public posting of the audit summary on your careers page (NYC requirement — also a trust signal).
- 5. Candidate notice that AI is being used in screening.
- 6. Opt-out path: every AI-screened candidate can request human review.
- 7. Vendor data: every AI hiring vendor must publish a model card and bias-audit summary.
- 8. Impact assessment template per Colorado SB 24-205 / EU AI Act (downloadable templates exist for both).

03 · The most common failure modes

- Training data drawn only from past hires (encodes past bias).
- Proxy variables (zip code, alma mater) standing in for protected attributes.
- No human in the loop for the final decision.
- No audit trail you can show a regulator or a candidate's lawyer.

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04 · Questions to ask any AI hiring vendor

1. Show me your most recent bias-audit summary.
2. What data was the model trained on, and how often is it re-trained?
3. Can I export every decision the model made on my candidates?
4. What's your opt-out and human-review workflow?
5. Are you GDPR + EU AI Act + Colorado SB 24-205 ready, with documentation?

The numbers that should shape your strategy

Current data points — every one drawn from a 2024–2026 primary or peer-reviewed report. **Click the link under each citation** on the Sources page to open the original report.

5 July 2023
NYC AEDT bias-audit enforcement began. [1]

1 Feb 2026
Colorado SB 24-205 impact-assessment deadline. [2]

Aug 2026
EU AI Act high-risk hiring rules begin phased enforcement. [3]

4-fifths
Adverse-impact rule of thumb — EEOC's selection-rate threshold. [4]

100%
Of EU AI Act-covered tools must keep auditable logs of every decision. [3]

≥1
Bias audits per year required by NYC Local Law 144. [1]

Where Screeq fits

Screeq ships an annual bias-audit summary, candidate-side AI disclosure, a one-click human-review request, and a candidate-decision export that maps cleanly to current bias-audit and impact-assessment frameworks worldwide. The checklist works without us; with us, items 3–8 are turnkey.

Plain-language glossary

Recruiting has its own shorthand. If a term in this guide felt unfamiliar, here's the short version. For a fuller list, see screeq.com/glossary.

ATS	Applicant Tracking System — the software used to manage open roles, candidates, and the hiring pipeline.
JD	Job Description — the written posting that describes a role, its responsibilities, and requirements.
TA team	Talent Acquisition team — the in-house recruiting function (sometimes just called 'recruiting').
HM	Hiring Manager — the person the new hire will report to. Owns the final yes/no on a candidate.
IC	Individual Contributor — someone who delivers work directly, without managing other people.
CTC	Cost To Company — the total annual cost of an employee (salary + benefits + employer taxes).
Rubric	A scoring sheet with named criteria (e.g. 'communication', 'problem-solving'), each rated on a fixed scale (e.g. 1–5). Replaces 'gut feel' with apples-to-apples comparisons.
Scorecard	The filled-in rubric for one candidate after one interview.
Async interview	An on-demand interview the candidate records when it suits them — no scheduling, no live call.
LLM	Large Language Model — the type of AI behind ChatGPT, Gemini, Claude. Used here for CV parsing and scoring.
SLM	Small Language Model — a smaller, cheaper, faster AI model. Often runs inside a vendor for narrow tasks.
PwC	PricewaterhouseCoopers — one of the 'Big Four' global consulting and audit firms.
SHRM	Society for Human Resource Management — the largest US-based HR professional body. Publishes the annual benchmarking report.
DOL	United States Department of Labor — the federal agency that publishes the bad-hire cost standard.
EEOC	Equal Employment Opportunity Commission — the US federal agency that enforces anti-discrimination law in hiring.
NYC AEDT	New York City Local Law 144 — requires an annual bias audit for any 'Automated Employment Decision Tool' used on NYC candidates.

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EU AI Act	EU regulation that classifies AI used for hiring as 'high-risk' and imposes transparency, logging, and human-oversight duties.
r (correlation)	Predictive-validity coefficient. 0 = no relationship, 1 = perfect prediction. r = 0.5 is considered very strong in HR research.

Sources & citations

Every statistic above maps to one of the entries below. Click the link to open the original report.

[1] NYC Local Law 144 requires an annual independent bias audit for any Automated Employment Decision Tool used on NYC candidates; enforcement began 5 July 2023. *NYC Department of Consumer and Worker Protection · AEDT*
https://www.nyc.gov/site/dca/about/automated-employment-decision-tools.page

[2] Colorado SB 24-205 requires impact assessments for high-risk AI systems used in employment decisions; effective 1 Feb 2026. *Colorado General Assembly · SB 24-205*
https://leg.colorado.gov/bills/sb24-205

[3] EU AI Act classifies AI used in recruitment and worker management as 'high-risk'; requires transparency, logging, and human oversight; phased enforcement from August 2026. *European Commission · AI Act overview*
https://digital-strategy.ec.europa.eu/en/policies/regulatory-framework-ai

[4] EEOC 'four-fifths' rule: a selection rate for any protected group below 80% of the highest-selected group is treated as evidence of adverse impact. *EEOC Uniform Guidelines on Employee Selection Procedures*
https://www.eeoc.gov/laws/guidance/uniform-guidelines-employee-selection-procedures

[5] GDPR Article 22 gives candidates in the EU/UK the right not to be subject to a decision based solely on automated processing. *EU General Data Protection Regulation · Article 22*
https://gdpr-info.eu/art-22-gdpr/