

AI Employee Coaching Assessment Checklist

Keep AI coaching developmental, transparent and fair

1 Purpose

- | | |
|---|--|
| ☐ Private practice | ☐ Formal assessment |
| ☐ Developmental coaching | ☐ Employment decision use disclosed |
| ☐ Training completion | |

Do not describe the system as coaching if scores will influence employment decisions without saying so.

2 Data

- | | |
|--|--|
| ☐ Recording understood | ☐ Retention limited |
| ☐ Transcript understood | ☐ Manager access restricted |

3 Scoring

- | | |
|--|---|
| ☐ Rubric documented | ☐ Bias tested |
| ☐ Accuracy tested | ☐ Scores can be challenged |

A score is evidence produced by a model — not a fact about the employee.

4 People

- | | |
|--|--|
| ☐ Employees consulted | ☐ Human coaching available |
| ☐ Accessibility supported | ☐ Reasonable adjustments provided |

5 Governance

- | | |
|--|--|
| ☐ DPIA considered | ☐ Human review required |
| ☐ Contract reviewed | ☐ Named owners assigned |

6 Decision

- ☐ Approved
- ☐ Approved with restrictions
- ☐ Further assessment required
- ☐ Not approved

Record: decision maker · date · restrictions · actions · owner · next review date

Important: This checklist provides general business guidance and is not legal advice. Seek specialist advice where scores may affect employment decisions.

Plain-English takeaway

Use AI to create a safe place to practise — not an invisible performance record.



Scan for
online guide

Visibility — Who can see what?

Prefer private practice and aggregate reporting during developmental coaching.

- | | |
|---|---|
| ☐ Session completion | ☐ Number of attempts |
| ☐ Transcript | ☐ Historic trends |
| ☐ Recording | ☐ Team comparison |
| ☐ Feedback | ☐ Individual ranking |
| ☐ Score | |

Fairness and Accessibility

- | | |
|---|--|
| ☐ Alternative participation method | ☐ Neurodivergence considered |
| ☐ Reasonable adjustments defined | ☐ First-language differences tested |
| ☐ Speech impairments considered | ☐ Accent differences tested |
| ☐ Hearing impairments considered | ☐ Assistive technology supported |

Employment Use

Where yes: confirm meaningful human review, employee challenge rights and legal and HR sign-off.

- | | |
|--|--|
| ☐ Appraisal | ☐ Shift allocation |
| ☐ Probation | ☐ Disciplinary action |
| ☐ Promotion | ☐ Dismissal |
| ☐ Pay | ☐ Recruitment |
| ☐ Training access | |

Safe Pilot

- | | |
|---|--|
| ☐ Low-risk scenario selected | ☐ Employee feedback collected |
| ☐ Volunteers used | ☐ Accuracy tested |
| ☐ Scores not linked to HR | ☐ Accessibility tested |
| ☐ Private practice enabled | ☐ Human coaching retained |
| ☐ Short retention set | ☐ Stop criteria agreed |

An AI coach can be a useful rehearsal partner. It should not quietly become an unaccountable performance manager.

