



Suhas Bhairav

AI Job Description Quality Checklist

**Craft inclusive, outcome-driven job descriptions
with AI-ready clarity.**

Deliver clear roles, measurable outcomes, and
inclusive criteria for faster, fair hiring.

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What to Automate in Job Descriptions

AI can standardize language, surface missing requirements, and flag inconsistencies. Use safe defaults and human review where necessary.

Key move Run a language bias audit on every new JD draft.

PRACTICAL CHECKLIST

- 01** Standardize role outcome statements to reflect observable results and performance indicators.
- 02** Automate the initial requirements list by mapping jobs to baseline skills and credentials.
- 03** Generate inclusive, bias-checked language for responsibilities and qualifications.
- 04** Flag duplicated or conflicting requirements across similar roles.
- 05** Create standard seniority signals and progression hooks tied to outcomes.
- 06** Pilot small-scale AI-in-JD experiments in one department before broad rollout; run 4 weekly increments.

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Clarity and Inclusivity for Roles

Identify what must be automated to achieve clarity without losing human judgment. Ensure every item has a measurable rationale.

Key move Ensure every requirement has a justification tied to outcomes.

PRACTICAL CHECKLIST

- 01** Define measurable role outcomes linked to performance indicators.
- 02** Distinguish must-have vs nice-to-have skills to guide screening.
- 03** Use inclusive language that avoids biased jargon and passive voice.
- 04** Explicitly note role scope, teams, and reporting lines.
- 05** Clarify required certifications, licenses, and equivalent experience.

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HR AI Adoption: Roles, Data, and Metrics

Define ownership for each JD update and tie changes to measurable outcomes. Establish guardrails to protect fairness and data privacy.

Key move Protect candidate privacy; avoid collecting unnecessary data.

PRACTICAL CHECKLIST

- 01** Assign a JD owner and an approver with domain and ethics oversight.
- 02** Identify data inputs: role descriptions, performance metrics, and diversity data.
- 03** Select AI tools that support explainability and redaction for sensitive data.
- 04** Define success metrics: time-to-publish, quality score, candidate quality, and bias incidence.
- 05** Establish review cadence: quarterly or per-org change, with version control.
- 06** Pilot small-scale AI-in-JD experiments in one department before broad rollout; run 4 weekly increments.
- 07** Document data lineage for each field to meet audits.

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ABOUT THE CREATOR

Suhas Bhairav

I build AI systems that combine distributed architecture, retrieval, knowledge graphs, security, and practical workflow design. My focus is AI that can be used repeatedly by real teams: understandable, reliable, and grounded in the work people already do.

EXPERTISE

- Principal systems architecture and applied AI engineering
- Production-grade AI systems, agentic workflows, RAG, and knowledge graphs
- Full-stack workflow applications across AWS, Google Cloud, Azure, on-premise, and hybrid environments
- Practical AI implementation patterns for automotive, manufacturing, finance, logistics, cybersecurity, sales, and customer operations
- Security, governance, observability, approvals, and failure-mode thinking for operational AI systems

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