



Suhas Bhairav

AI Workforce Skills Assessment Map Plan

A practical HR guide to audit skills, identify AI tools, and plan rapid upskilling.

Empower HR teams to assess current capabilities and close gaps with an actionable AI skills plan

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Current State & Objectives

Begin with a baseline HR tech skills survey and define AI-enabled outcomes aligned with business goals. The page outlines what to measure, what to automate, and how to start.

Key move Start with a 2-week pilot in one HR function.

PRACTICAL CHECKLIST

- 01** Map existing tools: ATS, HRIS, LMS, analytics dashboards.
- 02** Identify roles and teams to include: recruiters, HR ops, learning partners.
- 03** Define success metrics: time-to-fill, onboarding time, retention signals.
- 04** Establish data readiness: data types, quality, access controls, privacy.
- 05** Decide what to automate first: repeatable, high-value administrative tasks.
- 06** Plan for human-in-the-loop and tools: AI agents for experiments.

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What to Automate in HR

Create a catalog of repeatable HR tasks that AI can enhance, with clear boundaries for human review. Use this catalog to prioritize pilots and establish a practical roadmap.

Key move Before automating, validate data quality and ownership.

PRACTICAL CHECKLIST

- 01** Candidate screening: AI ranks applicants, flags gaps, and surfaces top candidates for human review.
- 02** Interview scheduling: AI coordinates calendars, sends reminders, and resolves conflicts with minimal back-and-forth.
- 03** Document routing: automate policy acknowledgments, offer letters, and standard HR forms.
- 04** Analytics prep: normalize data, compute basic KPIs, and generate executive dashboards.
- 05** Onboarding nudges: tailor learning paths and task checklists to new hires.
- 06** Compliance checks: automates data privacy flags, retention rules, and access controls.
- 07** Self-service Q&A: chat assistants answer routine HR questions.

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Governance, Guardrails, and Metrics

Define ownership and escalation for each automation, and set review cadences. Establish data ethics and privacy practices to govern AI use.

Key move Keep human reviewers in the loop for ambiguous cases.

PRACTICAL CHECKLIST

- 01** Approval workflow: require manager sign-off for automated decisions.
- 02** Data governance: map data sources, lineage, and access controls.
- 03** Ethics and privacy: anonymize personal data; avoid biased scoring.
- 04** Human-in-the-loop thresholds: set confidence thresholds for automation outputs.
- 05** Measurement plan: track adoption, impact, and ROI monthly.
- 06** Risk management: flag failed runs and require rollback.
- 07** Weekly adoption sprint: 4-week cycles, 90-minute reviews.

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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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