

## What Not to Do When Using AI for Employee Evaluations

- Don't input confidential or sensitive details. Keep prompts general.
- Don't allow AI to inflate or embellish performance. Ensure accuracy and fairness.
- Don't paste AI-generated text without reviewing it. Verifying the narrative reflects actual performance.
- Don't rely on AI to determine ratings or decisions. Managers must use their own professional judgment.
- Don't use AI to evaluate or critique coworkers or other supervisors. Focus only on the employee you are evaluating.