

AI Ethics Hiring Checklist:

Integrating Neurodiversity for Responsible Technology

Dr David Ruttenberg, PhD

Purpose:

Support organizations in structuring an ethical, inclusive hiring process for AI teams, emphasizing the recruitment and retention of neurodivergent talent, especially autistic professionals—who research demonstrates are essential for bias detection, robust validation, and governance in AI development (Auticon, 2024; Benetton et al., 2023; Hedley et al., 2018).

How to Use This Checklist

- **For hiring managers and teams:** Use this checklist to guide candidate selection, interviews, onboarding, and ongoing mentorship, with a special eye toward neurodiversity and inclusion.
- **For organizational leaders:** Apply the checklist when reviewing policies and procedures for equity, ethics, and compliance in AI.
- **Note: This tool does not replace legal, clinical, or operational due diligence, but enhances the objectivity and personalization of responsible AI hiring (Clark et al., 2020; Peñalver et al., 2019).**

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PART 1: Candidate Screening & Invitation

Instructions: Document each step and include citations for process validation.

Checklist Item	Completed	Notes	Citations
Use skill-based, task-oriented assessments (code reviews, data audits)		Moves beyond “culture fit” interviews	Clark et al., 2020; Auticon, 2024
Explicitly encourage neurodivergent applicants in job descriptions		Language reduces unintentional exclusion	Benetton et al., 2023; Peñalver et al., 2019
Provide interview alternatives (asynchronous tasks, written responses)		Supports different communication strengths	Hedley et al., 2018; Auticon, 2024

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PART 2: Inclusive Interviewing Practices

Checklist Item	Completed	Notes	Citations
Provide interview questions in advance		Allows for preparation and reduces stress	Hedley et al., 2018
Allow noise-reducing, sensory devices during assessment		Minimizes sensory overload	Clark et al., 2020
Present real-world scenarios for ethical reasoning, not hypothetical puzzles		Neurodivergent strengths shine on concrete problems	Benetton et al., 2023

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PART 3: Onboarding & Talent Retention

Checklist Item	Completed	Notes	Citations
Pair new hires with mentors trained in neurodiversity		Supports onboarding, inclusion, and growth	Hedley et al., 2018; Clark et al., 2020
Set up feedback systems prioritizing output over socialization		Reduces bias for extroversion or “soft skills”	Auticon, 2024
Communicate available accommodations (schedule, sensory, etc.)		Empowers talent to request and utilize supports	Peñalver et al., 2019

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PART 4: Empowering Neurodiverse Leadership & Decision-Making

Checklist Item	Completed	Notes	Citations
Appoint neurodivergent professionals to AI governance/ethics panels		Diversifies risk and bias oversight	Benetton et al., 2023
Document contributions to model review, edge case analysis, bias detection		Provides recognition for critical safety skills	Howard et al., 2023
Invite feedback on ethical frameworks and inclusion efforts		Fosters a culture of continuous improvement	Peñalver et al., 2019

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PART 5: Review, Track & Refine

Instructions: Regularly assess checklist completion and update policies to reflect the latest research on neurodiversity in AI ethics.

Review Date	Reviewer(s)	Updates Made	Impact Noted	Next Action

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References – APA Format

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- Peñalver, J. M., Cruz, R., Rodríguez, M., & García, A. (2019). Responsible AI and the central role of neurodiverse minds in AI governance. *AI & Society*, 34(2), 401–415.