

AI Role & Talent Readiness Scorecard

A practical takeaway for assessing how AI is changing work, jobs and careers

Purpose

Use this worksheet to assess how AI is changing a role, job family or reward approach. It helps you spot where job architecture, career pathways or reward design may be coming under pressure, and agree whether to **invest**, **pause & assess**, or **rethink** your approach.

How to use it

- Consider what is affected by AI (either role, functions/departments/job families).
- Complete the assessment and score the impact and readiness.
- Use the notes column to capture evidence, examples and concerns.
- Agree next steps: invest (act now), pause & assess (gather evidence), or rethink (frameworks are not fit for purpose).

1. Organisational context

Roles / Business Function / Job Families under review	
Date	
Owner	

2. Stress test (what's changing?)

Roles / Depts / Job Families	
Why review now?	
Roles being automated / heavily AI-supported	
Roles requiring more human judgement / interaction	
New roles / tasks / responsibilities emerging	
What is changing for employees? (clarity, skills, career routes)	

3. AI impact readiness scorecard

How to score: Mark each statement by marking it as either a “Yes” (generally use this if you have strong confidence) or a “No” (mark this if you are unsure or if your confidence is limited).

- “No” equals 0 points.
- “Yes” equals 1 point.

In the notes column, briefly provide evidence or assumptions that support your choice.

At the end, tally your score. The maximum possible score is 15 points, based on 15 statements, each worth 1 point.

What does the score suggest?

- **0–4: Rethink.** Foundations are not in place (job architecture/employee clarity/reward/readiness). Address basics.
- **5–9: Pause & assess.** There are real signs of change, but evidence and design work are needed before committing to broad action.
- **10–15: Invest.** The framework is broadly fit for purpose, and you are ready to act. Pilot changes, refresh design and track impact.

3.1 Workforce impact

Question	Yes / No	Notes / evidence
AI is already changing the tasks in roles, or will do so soon.		
The balance between routine work and human judgement is shifting.		
New skills, oversight or decision-making responsibilities are emerging.		

3.2 Job architecture impact

Question	Yes / No	Notes / evidence
Current job levels still reflect the actual scope and value of the role.		
Role definitions are current and accurate.		
Job families and structure still make sense in an AI-enabled environment.		

3.3 Employee impact

Question	Yes / No	Notes / evidence
Employees understand role requirements as it stands now.		
Employees can see how their role will evolve.		
Employees can see clear progression routes and development expectations.		

3.4 Reward impact

Question	Yes / No	Notes / evidence
Our reward approach still feels fair for this role as work changes.		
Our pay positioning remains competitive for the skills we need.		
Our benchmarking approach still reflects the market we are hiring from.		

3.5 Readiness to act

Question	Yes / No	Notes / evidence
We have enough data and insight to assess the issue properly.		
The right stakeholders are engaged or can be engaged quickly.		
We have the capacity to take the next step in the next 90 days.		

Add in the score total (see section 3):
Total score (_____ out of 15)

4. Overall assessment

Overall View
Top 3 opportunities:
Top 3 risks / issues to solve:
Key assumptions / evidence needed:

5. Business case summary

Capture the case for action. Keep it short and specific to what you assessed.

Why act?

- What is the risk of doing nothing?
- Where could misalignment create issues around fairness, pay, retention or clarity?
- What opportunities could be unlocked by updating the framework?
- What should happen next?

Recommended next step (tick one):

- ☐ Invest now: pilot change/redesign (define scope and success measures)
- ☐ Pause & assess: review job architecture/level integrity or pay benchmarking/market matches
- ☐ Rethink: improve career visibility/skills pathways before wider change

6. 90-day action plan

Write 3 actions you will take in the next 90 days. Make each action specific (what, who, by when) and linked to the biggest gaps/opportunities above.

Action Plan
1
2
3

7. How Innecto can help

Evaluate supports the job architecture and job evaluation discussion, helping you test whether levels, scope and role value still reflect the work being done as AI changes tasks and accountabilities.

Pathfinder supports the employee and careers discussion, helping people understand where they fit, where they can move next, and what skills they may need to build in an AI-enabled organisation.

Together, they connect job architecture, reward fairness and career visibility—so you can respond to AI-driven change with confidence.

A Credible Partner for Modern HR

Innecto is the UK's largest independent pay and reward consultancy.

Rooted in lived HR experience, we help HR leaders navigate their biggest challenges, from total reward strategy and pay fairness, to benefits and progression frameworks. Our human-centred approach, legally robust frameworks, and proprietary digital tools cut through the noise to deliver clarity, competitiveness, and commercial impact.

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