

First AI Hire Checklist

A simple planning sheet from Truly Authentic Marketing to help you turn your quiz result into a safe, useful AI employee.

1. Pick the first job

Checkbox	Question
<input type="checkbox"/>	What task drains the most time every week?
<input type="checkbox"/>	What task causes the most lost revenue when it is missed?
<input type="checkbox"/>	What task is repetitive enough to document?
<input type="checkbox"/>	What task can be reviewed safely before anything reaches a client?

2. Map the workflow before building

Write the steps in plain English. Start with what happens today, then mark where the AI employee should help.

Trigger: what starts the workflow? _____

Input: what information does the AI need? _____

Draft: what should the AI create or decide? _____

Approval: what must a human review? _____

Output: what gets sent, updated, scheduled, or saved?

Fallback: when should it stop and ask for help? _____

3. Choose the safe first version

Start with one workflow, not the whole business.

Keep human approval on anything involving price, diagnosis, legal, hiring, refunds, or promises.

Use your real voice and real proof only. No invented testimonials, metrics, or claims.

Test with old leads, sample messages, or internal examples before going live.

4. Your result lanes

Result	Best first workflow
Follow-Up AI Employee	New inquiry reply, reminder sequence, hot lead resurfacing
Content AI Employee	Idea capture, draft creation, repurposing, review queue
Admin / Operations AI Employee	Meeting notes, task summaries, SOP drafts, scheduling support
Website / AI Receptionist	FAQ answers, lead capture, routing, booking handoff
Sales / CRM AI Employee	Pipeline summaries, lead scoring, stalled deal reminders
Command Council Needed	Map departments first, then sequence multiple AI employees

5. Next best action

If you want help turning this into a real AI employee, book a free strategy call with TAM:
trulyauthenticmarketing.com/contact

Truly Authentic Marketing | hello@trulyauthenticmarketing.com | 475-445-1096