

# Using AI in your recruitment process

Generative AI (GenAI) refers to tools that produce content like text or images based on user prompts, for example ChatGPT, CoPilot and Gemini. They may be helpful when looking for and preparing for a new role, but it's important to only use them in the right way. AI can support your application, but not replace your own personal effort.

This guide outlines acceptable and unacceptable uses of GenAI during the recruitment process.

## Using GenAI in your application

### Preparation - acceptable uses

- Research: Using AI to learn more about the role or employer.
- Understanding: Ask AI to explain job descriptions or jargon in simpler terms.

### Application stage - acceptable uses

- Planning: AI can help you structure your supporting statement, and help you match your skills to the job criteria.
- Feedback: Use AI to check grammar and spelling in your application.

### Application stage - unacceptable uses

- Writing your application: Do not use AI to write your supporting statement for you. These statements are often generic and may not be a true and accurate reflection of your skills and experience, or be appropriate for the role you are applying for.
- Confidentiality: If you choose to include any specific data to support your application, don't input company information into GenAI unless it is already publicly available.

# Using AI in your recruitment process

## Interview stage - acceptable uses

- Research: Using AI to help you research the organisation's values, culture and priorities.
- Preparation: Using AI to help you prepare for an interview by asking it to suggest possible questions based on the advert and job description. You could use these for mock interviews to help you practice.

## Interview stage - unacceptable uses

- During the interview: You must not use AI during any interview - online or in person. All responses must be in your own words and reflect your own skills and experience.
- You must not use AI when undertaking any assessments as part of the recruitment process.

## General tips

- Remember to check any information that AI provides, as it may be inaccurate.
- Make sure your application accurately represents your own skills and experience, and is not inflated or containing inaccurate AI responses.
- Do not copy and paste AI responses into your application.
- Throughout your application, we'd like to communicate with you. Ideally, you shouldn't use AI to communicate with us, unless it's part of a reasonable adjustment for a disability - please let us know if this applies to you.
- AI may reflect bias or produce misleading content - always review critically!