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Doncaster and Bassetlaw Teaching Hospitals
NHS Foundation Trust

# Acceptable Usage of AI – Recruitment DBTH

## Use of Artificial Intelligence (AI) when writing job applications

If you choose to use AI or other tools to assist in writing your application, it's essential to personalise this information, particularly your supporting statement.

While AI can help streamline the writing process, these tools cannot fully grasp the context or requirements of the job you're applying for, nor can they accurately reflect your skills, knowledge, and experience. It is crucial that you personalise your supporting statement by articulating these in your unique voice.

Relying solely on AI to write your application or supporting statement is not advocated by DBTH and could negatively impact your chances of success in the application process.

For example, AI responses…

1. Usually lack relevance and fail to address the key criteria outlined in the job description and person specification. may come across as generic and fail to distinguish you from other applicants.
2. May be ambiguous or open to misinterpretation. Without careful review and editing, the supporting statement could convey messages that are unclear or misconstrued by hiring managers
3. May include qualifications, skills, knowledge or experience that you do not possess, potentially leading to misrepresentation.

## AI at interview stage

Your unique experiences, perspective, and personality are what will make you stand out. Be yourself and highlight your genuine skills and experiences during applications and interviews. Remember that AI should not replace your own critical thinking and creativity.

**Acceptable use:**

- Creating practice questions based on specific job descriptions
- Carrying out background research and look at current industry trends
- Receiving feedback on your communication approach
- Building confidence in articulating your strengths and addressing your potential weaknesses

**Unacceptable use:**

- Rehearsing scripted responses that sound artificial
- Attempting to use AI during your actual interview
- Preparing with fictional examples instead of real experiences