# A candidate's guide to Artificial Intelligence (AI) in recruitment

## Use of Artificial Intelligence

At The Royal Orthopaedic NHS Foundation Trust, we are committed to delivering high-quality, patient-centred care. When reviewing applications, we assess your application against the person specification.

Your application should reflect your skills, experience and personal qualities in a genuine and honest ways. Strong applications help us to understand:

- How your skills and experience enable you to align with the role you are applying to
- What motivates you to work in the NHS and deliver your best for patients/stakeholders
- What you have achieved and how your actions have made a difference

## Positive Use of Artificial Intelligence

The Royal Orthopaedic Hospital NHS Foundation Trust recognises the positive role that Artificial Intelligence (AI) can play in supporting applicants. We welcome the responsible use of AI tools to help individuals prepare and enhance their applications.

We particularly acknowledge that AI can be an important accessibility aid for people with disabilities, helping to reduce barriers and support equal opportunities throughout the application process. Applicants may use AI to assist with tasks such as structuring responses, improving clarity, checking grammar or communicating their skills and experience more effectively.

Applicants must ensure that all information submitted remains accurate, truthful and reflective of their own knowledge, skills, experience, and achievements.

The recruitment process typically includes two main stages: submission of online application with an online shortlisting method and an interview process, which may include additional testing, e.g. drugs calculation test, in-tray exercises etc.

If you choose to use AI, it should help you clearly express your own experiences and values. It is important that your application remains authentic and reflects your personal commitment to NHS values, rather than presenting an inaccurate or artificial version of yourself. This ensures a fair selection process for all candidates where we assess everyone based on their skills, knowledge and experience.

## What is Unacceptable use of AI?

- Overstating or fabricating your skills and experiences
- Submit generic AI-generated responses that are not tailored to the role or your individual circumstances.
- Allow AI to complete or influence assessments that are intended to evaluate your own abilities and behavioural responses
- Share confidential, sensitive or personal information with AI tools, including organisational data, financial information or personal details.