

A very brief guide on using Artificial Intelligence (AI) within job applications

Whilst it's understandable to want to use technology to save on time, AI is not foolproof, and if you are shortlisted to take part in a selection process, it's not going to be there to accompany you.

When completing an application form, we want to understand who you are, how you meet the person specification, how your experience aligns with the role and our values and your motivation for applying. Your application therefore needs to be accurate and genuinely reflect your skills and experience, giving examples where appropriate.

When you might use AI:

- To fine-tune a personal statement,
- To check spelling and grammar,
- To reflect on how you might describe your skills and experience.

Some examples of what not to do with AI:

- Create responses that don't accurately reflect you,
- Copy and paste AI generated responses without adapting them (they will typically be very generic and impersonal),
- Exaggerate or misrepresent your skills and abilities.