

## Public Appointments - Artificial intelligence and recruitment

Artificial intelligence (AI) software such as ChatGPT, Claude, Copilot and Gemini are powerful tools that can create and review text in ways that mimic what people can do.

These tools can help you enhance your public appointment application and prepare for the process, but it is essential you use them appropriately. They must not be used to provide misleading or false information at any stage of a public appointment application journey.

This guidance focuses on acceptable and unacceptable uses of AI in the application process. It also suggests ways to use it that may be helpful to you.

### What we look for in applications

The most important thing to remember is that we want to find out about you and how you meet the requirements for the role you are applying for. Your application should represent your skills and personal experiences accurately. Good applications help us understand:

- how your skills and experience align with the role or scheme you are applying to
- what you have achieved and how you did it

The two main parts of the selection process are the written application and interview stages. In each stage there are different things that AI might help you with.

The goal of using AI in your job application is to help you show us how your experiences meet the eligibility criteria for the role. It's not about creating a persona that isn't you.

### Writing your application

Acceptable Use	Unacceptable Use
<p>You can use AI in the application process to:</p> <ul style="list-style-type: none"><li>• help you refine and clarify your ideas and thoughts</li><li>• research public information about the NICS and/or the Department/ business area you are applying to</li><li>• find out information about trends in industries or professions that you can relate to personal experiences</li><li>• check the spelling, grammar and clarity of what you have written</li></ul>	<p>Do not use AI to:</p> <ul style="list-style-type: none"><li>• inflate or invent your skills and experiences to meet the required competences</li><li>• create generic responses and copy these into your application</li><li>• complete assessments that evaluate abilities such as situational judgement and numerical tests</li><li>• provide an AI tool with sensitive information about your organisation such as figures or personal details</li></ul>

## Preparing for your interview

Acceptable Use	Unacceptable Use
<p>You can use AI tools to:</p> <ul style="list-style-type: none"><li>• prepare for interviews, including mock questions you might be asked</li><li>• research public information about the NICS and/or Department/business area you are applying to</li><li>• find out information about trends in an industry or profession that you can relate to personal experiences</li></ul>	<p>Do not use AI to:</p> <ul style="list-style-type: none"><li>• inflate or invent your skills and experiences</li><li>• create answers for questions you are asked during a live or pre-recorded interview</li><li>• create answers for competency-based questions</li><li>• provide an AI tool with sensitive information about your organisation such as figures or personal details</li></ul>

If you are invited to an interview for a public appointment, AI can help you prepare and practice beforehand. Some examples of effective use:

- you could ask AI to read the role description and create mock interview questions to help you prepare example responses based on your experiences and skills
- ask AI to generate sample competency questions so you can practice how you deliver your responses
- compare your responses to example questions with recommended approaches, and personalise them

**It's important to understand that while AI can help you prepare for an interview, AI must not be used to produce responses during an interview.**

### **Why authenticity is important**

Your application and interview should give us an accurate picture of your skills and experiences. It is vital that you do not use AI during any live assessments at any stage of the selection process. This ensures a fair selection process for all candidates where we assess everyone based on merit.

Honesty in your application is vital to determine whether you are a good fit for the role.

**Before you submit an application, we will ask you to confirm the information you provide is true and accurate. More details about this will be provided in the application form and we may reject applications where AI is used inappropriately at any stage of the process.**