

AI in recruitment: guidance for job applicants

Guidance on the appropriate use of AI tools when applying for roles with us.

We understand that AI is becoming more widespread in both professional and personal life. We do not require candidates to use AI tools at any stage of the recruitment process; however, we understand that some people may wish to use them when applying for jobs. Our goal in writing this guidance is to set out our expectations for applicants, to explain what we consider to be acceptable use of AI, and how we may or may not use AI on our end as part of the recruitment process. Using AI in ways that go beyond these guidelines could affect the outcome of your application.

What we look for in applications

We are interested in learning about candidates' real perspectives, skills and experiences, and we think the questions we use in the recruitment process allow us to do that. We want to know who you are, what you are good at, and why you want to work with us. It is important that your application accurately and authentically represents your skills, experience and motivations. Over-reliance on AI generated answers without reflecting on and personalising responses can make your application come across as generic or, worse, disingenuous, and this could reduce the chances of being shortlisted.

Good applications will help our recruitment managers understand:

- how your skills and experience align with the role you are applying for
- how you work and what motivates you to do your best work; and
- what you have achieved and what you bring to the table now

AI use in job applications

For our vacancies, there are often two main parts of the process - the written application and the interview stages. The application usually involves submitting freeform answers to several questions along with a CV outlining your education,

experience or skills. In each part there are different things that AI might help you with.

Acceptable use during the written application

- As an editor/formatter to help you structure your own ideas and experience in a clear reader-friendly way.
- Researching Learning with Parents and/or our industry to better understand the role you are applying for or to learn about our organisational culture.
- As a tool for checking grammar, punctuation and spelling, it's important to review any AI suggestions critically.

Unacceptable use

- Using AI to create or inflate skills or experience you don't have.
- Using AI generated answers without checking, personalising or editing them.
- Using AI generated answers instead of taking time to think critically and reflect on application questions and prompts.

Remember

- Everything you write should be true and accurate to your own experience.
- You should be ready to talk about anything you've included in your written application.
- Over-reliance on AI to try and sound perfect often has the opposite result, making your application come across as generic and inauthentic. You should let your own personality and voice come through.

AI use at interview stage

Our interviews are often conducted in two stages - on the phone and then in person for a final interview. These are chances to highlight your unique experiences and show how your contributions will add to the work we do at Learning with Parents. You may choose to use AI to prepare for interviews, but we do not allow use of AI during live interviews and we recommend making sure any AI use doesn't overshadow your own voice, ideas and creativity.

Acceptable use

- Using AI tools to practice your answers to interview questions and generate feedback for yourself.
- Using AI tools to assist with background research on topics you may want to talk about in interview.

Unacceptable use

- Generating scripted responses without checking, personalising or editing them.

- Using AI tools during your actual interview time.
- Using AI to create answers that inflate your skills or include fictional examples instead of showcasing experiences personal to you.

How we use AI in recruitment

At Learning with Parents, we will always have people, not AI, reviewing and making the decisions during any stage of our recruitment process from shortlisting to interview to hiring. We may use AI tools to assist with administrative tasks associated with recruitment - anonymising candidate data eg. - but any scoring and decision making will be carried out by a recruitment panel involving more than one person.