

Guidance on Artificial Intelligence and Recruitment

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 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 the 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 you are applying to
- what you have achieved and how you did it
- your specific role and contribution within actual examples to illustrate your experience against the selection criteria

If you are successfully shortlisted at the written application stage, you will be invited to the interview and assessment stage at which you will be assessed on how you meet the eligibility criteria contained in the Applicant Pack for the role you are applying for. 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">• help you refine and clarify your ideas and thoughts• research public information about Invest NI and/or the business area you are applying to	<p>Do not use AI to:</p> <ul style="list-style-type: none">• inflate or invent your skills and experiences to meet the required competences• create generic responses and copy these into your application• complete assessments that evaluate abilities such as situational judgement and numerical tests

<ul style="list-style-type: none"> • find out information about trends in industries or professions that you can relate to personal experiences • check the spelling, grammar and clarity of what you have written 	<ul style="list-style-type: none"> • provide an AI tool with sensitive information about you or your employer such as figures or personal details
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Preparing for your interview

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

If you are invited to an interview or assessment for a job with Invest NI, AI can be a helpful way to prepare and practice beforehand. Some examples of appropriate use include:

- Asking AI to review the role description and create mock interview questions so you can practice responses based on your own experiences and skills.
- Asking AI to generate sample competency-based questions to help you prepare how you will structure and deliver your answers.
- Comparing your draft responses with recommended approaches, and the personalising them using your own authentic experience.

It's important to understand that AI can support your preparation, but it must not be used to generate or help with answers during any live interview or assessment.

Why Authenticity Matters

Your application and interview should give us an accurate picture of your skills, capability and experience. It is essential that you do not use AI during any live assessment at any stage of the selection process. This protects the integrity of the recruitment process and ensures all candidates are assessed fairly and on merit.

Invest NI staff work to our core values of Respect, Client Focus, Collaboration, Excellence and Integrity. We expect honesty from all candidates so that we can accurately assess whether you are the right fit for the role and organisation.

Before you submit an application, we will ask you to confirm that all the examples and statements you have provided are truthful, factually accurate and drawn directly from your own experience. Applications may be rejected if AI is used inappropriately at any stage of the process.

Code of Conduct

All Invest NI staff are required to comply with Invest NI's Code of Conduct and act in accordance with its principles. The recruitment process is an important first step in demonstrating these values. We expect all candidates to uphold the same standards of integrity throughout the application and assessment process.