STUDENTS' UNION
University of Manchester



USING AI IN OUR RECRUITMENT PROCESS

Best practice and permitted use

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MAKE THE MOST OF MANCHESTER

OUR VIEW ON AI

Using AI in our recruitment process

GenAI tools, like ChatGPT, are revolutionising how we approach a whole host of tasks at work. As a future-focused employer, we believe in embracing, not banning, these tools.

However, as with all tech, some ways of using it are better than others. And when it comes to job applications, it's essential to make sure you use GenAI tools in ways that helps, rather than hinders, you.

A job application is a chance for both parties to get to know whether the role will be a good fit –– so while we want you to embrace GenAI, we also want to make sure we have plenty of opportunities to see the real you.

This guide gives candidates applying for a role at the University of Manchester Students' Union an overview of how to use GenAI usage to their advantage throughout our recruitment process –– including guidance on areas where GenAI use is not permitted and why.



THE RIGHT WAY TO USE AI

Adhering to these three principles will maximise your chances of success with us:

Enhance, don't replace:

Use GenAI to refine and articulate your ideas. It's a tool to help structure your thoughts and improve clarity, not to replace your unique voice and experiences. Don't just copy and paste what ChatGPT tells you to write. Don't rely on the "automated personalisation" promised by some new AI tools. If you do, you'll submit a generic application that looks the same as everyone else's – and that won't help you stand out from the crowd.

Be authentic:

Your application should reflect who you are. We value your unique personal experiences, perspectives, and skills. And while GenAI might be able to help you bring that to life or offer ideas, it can't replace your individuality or creativity. We don't want to see the version of you that ChatGPT thinks we want to see. (Partly, because it's probably wrong.) We want to get to know the real you.

Preparation over performance:

GenAI can be a valuable resource in understanding the types of questions you might be asked throughout the recruitment process and the different stages involved. Use it as a tool for research and preparation, but don't rely on it as a crutch or you may struggle to stand out from the crowd or come unstuck in an interview.

Using a tool that doesn't show your true capabilities and strengths could mean you find yourself in a role that you hate and that you don't perform well in, and could mean that you end up job hunting again very quickly.



EXAMPLES OF GOOD AND POOR USE OF AI

Below are several examples of GenAI usage, based on the guidance described above.

USAGE TYPE	USE EXAMPLE	WHY IT'S GOOD/BAD
GOOD	Asking ChatGPT for industry trends and relating them to your personal experiences to enhance your application form.	ChatGPT is great at sorting unstructured data. Using it to collate industry trends can spark ideas about where you've seen those trends play out, further enhancing your application.
GOOD	Consulting GenAI for insights into interviews to reduce anxiety and prepare effectively.	GenAI has a lot of information about interviews and can explain them to you, helping to alleviate anxiety about what they're like. You can also ask it for practice questions.
POOR	Directly copying AI-generated responses without adding your personal touch.	Again, we want to know about you... not what AI thinks you should be. Lengthy or generic AI-generated answers will not let us see the real you. Worse, they'll look the same as all the other generic responses we receive.
POOR	Using GenAI to create answers to interview questions that are given out in advance	Misrepresenting how you naturally think and behave may mean you are hired for a job that's a bad fit for you - a result where no one benefits.

SUMMARY

DO	DON'T
• Use GenAI for initial brainstorming and structuring your thoughts. • Check the readability and clarity of your answers with GenAI. • Use it as a preparation tool to alleviate nerves and get your head in the game.	• Let GenAI replace your personal stories and experiences. • Try to use GenAI to complete assessments that are designed to evaluate your personality and natural abilities.

Final thoughts for candidates

Your performance in the recruitment process should be a reflection of your true abilities and potential.

GenAI is a tool. When used correctly, it can enhance your application, assessment experience, and interviews.

It cannot, and should not, replace the essence of what makes you the right candidate for the job.

Remember that the recruitment process is as much for you, the candidate, as it is for us, the employer. Throughout the process, you need to decide if you'll be comfortable in the role and able to succeed at it.

This guidance is to ensure you make the most of these technologies while staying true to your unique identity and experiences.

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