

Use of AI when applying for a job with Cambridgeshire County Council

Contents:

Use of AI when applying for a job with Cambridgeshire County Council.....	1
Our position on using AI for applications	1
Some general guidance on what we're looking for in your personal statement	1
In your application, it is acceptable to use AI to:	2
In your application, it is unacceptable to use AI to:	2
Guidance on use of AI if we invite you to an interview and/or assessment	2
For your interview or assessment, it is acceptable to:.....	2
For your interview or assessment, it is unacceptable to:.....	2
Notes	3

Our position on using AI for applications

You may use AI tools to support you in completing your job application. The council's position is that AI use is not prohibited, providing your application remains an accurate and authentic reflection of your own skills, knowledge, experience and achievements.

You can use AI to help you put your job history and experiences into a well-written supporting statement, but your application content must still be accurate, authentic and based on your own skills, experience, knowledge and achievements.

Some general guidance on what we're looking for in your personal statement

- Specific examples of things you have done that demonstrate the skills and experience that are in the Job Description/Person Specification and job advert.
- Examples of measurable results that you have achieved.
- Sufficient detail to show your suitability for the role, without repetition or irrelevant content.
- A clear statement that is easy to read and in an appropriate format.



In your application, it is acceptable to use AI to:

- Research publicly available information about Cambridgeshire County Council and identify how you relate to our strategy and ambitions
- Check the spelling, grammar and punctuation of what you have written
- Check the clarity, flow and tone of what you have written
- Structure examples you provide into the Situation, Task, Action, Result (STAR) format, while keeping the content accurate and wholly based on your own experience.

In your application, it is unacceptable to use AI to:

- Invent, exaggerate or misrepresent your skills, qualifications, experiences or achievements
- Write or find responses to copy into your application
- Invent examples that are not based on your own experience
- Complete any additional questionnaires that we ask you to complete.

Guidance on use of AI if we invite you to an interview and/or assessment

If we shortlist your application, we may invite you to an interview, and for some roles this may also include an assessment or presentation.

We recognise that AI can be a useful tool when preparing for interviews and assessments. However, the responses, work and evidence you provide during the selection process must be your own and accurately represent your own skills, qualifications, experiences and achievements.

For your interview or assessment, it is acceptable to:

- Suggest some potential interview questions based on the advert or job description, so you can practice your responses (but please remember that these will be different to the questions we actually ask)
- Research publicly available information about Cambridgeshire County Council so you can develop your knowledge about us as an organisation
- Ask for help with general interview advice, such as communication styles and body language.

For your interview or assessment, it is unacceptable to:

- Exaggerate, invent or misrepresent your skills, qualifications, experiences or achievements
- Generate answers to use in an assessment or interview
- Complete an assessment, exercise or presentation on your behalf
- Prompt, produce scripts or provide real-time assistance during a live interview
- Produce work that you then present as your own.

Notes

The selection process, from application to assessment and interview, is your opportunity to show us who you are and why you are suitable for the role. It is essential that you represent yourself accurately and authentically so that we can assess everyone fairly and based on merit.

During interviews and assessments, we may ask follow-up questions to explore your experience, knowledge and personal contribution to examples you have provided. This helps us understand your suitability for the role and ensures all candidates are assessed fairly and consistently.

We also advise that you are mindful of any personal information you share with AI, for your own data protection.

We reserve the right to reject an application or withdraw an offer where the use of AI results in misleading, inaccurate or non-authentic information being provided.