



## **Guidance on the appropriate use of Artificial Intelligence (AI) tools when applying for roles at the university.**

AI tools are increasingly integrated into everyday life, and we acknowledge that some applicants may choose to utilise them when preparing job applications. At Royal Holloway, we remain committed to advancing digital competencies, including AI and data literacy, in recognition of the growing significance of these technologies for the future.

When applying for a role at the University, it is imperative that the content reflects your own voice, experiences, and achievements. While AI tools may offer support with tasks such as proofreading or structuring responses, excessive reliance, particularly in the use of AI to compose answers, may impact the outcome of your application.

We are genuinely interested in learning about your personal experiences, strengths, and potential. It is important that your application reflects your authentic voice, rather than content generated to meet perceived expectations. If you choose to use AI tools to assist with your application, please use the guidance below regarding appropriate usage

### **Acceptable Use of AI Tools in the Application Process**

AI tools can be valuable in supporting your application when used thoughtfully and ethically. Appropriate uses include:

- **Organising Ideas:** Employing AI as an editorial aid to structure your thoughts clearly, such as when using frameworks such as STAR.
- **Generating Examples:** Brainstorming ideas that effectively highlight your skills and experiences.
- **Conducting Research:** Gaining insights into Royal Holloway, the relevant department, and the role to tailor your application accordingly.
- **Exploring Industry Trends:** Understanding current developments to contextualise your experiences within the broader sector.
- **Proofreading:** Using AI to check spelling and grammar, while critically evaluating its suggestions to ensure accuracy and authenticity.

### **Important Considerations**

- All content submitted must be truthful and reflect your personal experiences.
- Be prepared to discuss your application confidently during the interview process.
- Ensure your supporting statements accurately represent your background and achievements.
- Strive to maintain your authentic voice, avoiding overly generic or excessively polished language.

### **Unacceptable Use of AI Tools in the Application Process**

Misuse of AI tools can compromise the authenticity and integrity of your application. The following practices should be avoided:

- Submitting AI-generated content without personalisation: Copying and pasting responses without adapting them to reflect your own experiences and voice.
- Using AI to create an overly polished or artificial tone: We value genuine, individual expression over perfection.
- Exaggerating or fabricating experiences: Applications should reflect your true journey and accomplishments.
- Inputting sensitive personal information into AI platforms: Protect your privacy by avoiding the disclosure of confidential data.
- Relying on AI in place of critical reflection: Thoughtful consideration of the role and your suitability is essential.

### **Important Considerations**

- While AI can be a useful aid, the strongest applications are honest, personal, and authentic.
- We are interested in understanding the real you. Inauthentic submissions are often easily identifiable, particularly during interviews.
- Excessive dependence on AI may negatively impact your chances of being shortlisted.

### **AI at Interview Stage**

Your individuality is your strength. During interviews, focus on:

#### **Acceptable Use**

- Creating practice questions based on the job description.
- Conducting background research and exploring current industry trends.
- Receiving feedback on your communication style.
- Building confidence in articulating your strengths and addressing areas for development.

#### **Unacceptable Use**

- Rehearsing scripted responses that sound unnatural or robotic.
- Attempting to use AI during the interview itself.
- Preparing with fictional examples instead of real, lived experiences.