

Career Site Guidance

Using AI in the Recruitment Process

We recognise that Artificial Intelligence (AI) is being used by many people when they are applying for jobs and preparing for interview.

Using AI in the Application Process

Some people will use AI as an assistive tool or an accessibility aid, while others will use it as general support when completing an application form or supporting statement. If used, it can help you:

- Find out more about Fife Council and/or the vacancy
- Refine your ideas and structure your responses
- Check your spelling and grammar to make sure the supporting statement is readable

If you choose to use AI to support your application preparation, do not include generic responses or misleading information. Our hiring managers are aware that AI generated text often sounds overly formal and may lack specific examples. It is very important that you provide us with an accurate representation of your skills, experience and knowledge so the hiring manager can assess you against the job criteria, our *How We Work Matters (HWWM) behaviour framework* and in turn decide whether to invite you to interview.

Using AI in the Selection Process

If you are invited for interview, you may use AI to help you prepare - again, it can be helpful as you refine your thoughts and find out more about the role and Fife Council.

During an interview you will be asked several questions and your responses will be assessed against the job criteria. If there are any gaps or queries from your application form or supporting statement, the hiring manager may seek clarification or extra information. You should give an honest and personal account of yourself so the hiring manager can select the right person for the job. We may also use a test as part of the selection process.

Although AI can be a helpful tool, it should never replace you and the responses you provide should always be your own. You must provide an accurate reflection of yourself at all stages of the recruitment process and during any future employment with Fife Council.