

# Artificial intelligence (AI): Guidance for candidates

Trinity College London recognises the advantages that AI can bring to recruitment. However, our selection processes remain fundamentally human-centred. At every stage of the hiring process, a trained member of staff reviews applications and makes decisions to ensure we identify the most suitable people for our organisation.

You are welcome to use AI tools to support your preparation and present your experience effectively. We believe appropriate use of AI can support inclusion, improve accessibility and help candidates feel more confident throughout the process. At the same time, we want to understand your genuine skills, experience, potential and motivation, so any use of AI should support, rather than replace, your thinking and voice.



**You may use AI for preparation, research, structuring and practice.**



**You should ensure that any content you submit reflects your own experience, skills and perspective.**



**You must respond independently during interviews and assessments.**



**The use of AI tools to generate responses in real time, or to misrepresent your abilities, is not permitted and may affect your application.**

These guidelines are designed to ensure a fair and consistent experience for all candidates.

## Using AI in your application:

- ▶ You may use AI tools to check grammar, improve clarity and help structure your CV or cover letter.
- ▶ Ensure all content accurately reflects your real experience and skills.
- ▶ AI-powered CV tools can help identify relevant keywords. Use these to highlight your achievements rather than to create or exaggerate credentials.
- ▶ AI can offer ideas on how to present your experience. Use these as a starting point, but ensure your application reflects your own voice and perspective.

## Using AI in interview preparation:

- ▶ AI can help you identify likely interview questions based on the job description (we will also provide sample questions in advance). Practising your responses aloud can help build confidence.
- ▶ You may use AI to structure answers using frameworks such as the STAR method (Situation, Task, Action, Result), which we recommend.
- ▶ Some tools simulate mock interviews and provide feedback. These can help you refine your responses and manage nerves.

## Using AI during the interview:

- ▶ You are expected to respond independently, whether the interview is virtual or in person.
- ▶ The use of AI tools to generate answers in real time, or reading from AI-generated scripts, is not permitted and may affect your application.
- ▶ We will often ask follow-up questions, so you should be prepared to explain your thinking and approach in detail.

We value qualities such as empathy, collaboration and innovation. These come from your experiences – please prepare examples that demonstrate them.

## Using AI for tasks and presentations:

- ▶ You may use AI to organise your thoughts, develop outlines or check grammar.
- ▶ Your submission or presentation must represent your own analysis, judgement and creativity, and show the impact you could make with us. Always verify facts and ensure your work reflects your own perspective.
- ▶ Where AI use is explicitly permitted (for example, in some technical tasks), you should be transparent about how you used it and demonstrate your own understanding.



### Top tip

Avoid entering sensitive or identifiable personal information (such as full CVs, contact details or confidential employer information) into public AI tools. We take your privacy seriously and encourage you to do the same.

## Final thoughts

Our goal is to get to know you – the person behind the application. Use AI as a support, not a substitute, and let your own voice come through at every stage of the process. Integrity is essential, and false claims may lead to disqualification.

If you are unsure about how AI can be used at any stage, please ask. We are happy to provide guidance.