Use of AI in Recruitment

UKAEA Candidate Guidance

In a nutshell

What AI can help with	Researching UKAEA, exploring roles, improving clarity of your application, practicing interview questions, organizing your thoughts
What AI should not do	Fabricate or exaggerate experience, complete assessments on your behalf, generate live answers during interviews, submit mass automated applications
During interviews	Use AI to prepare beforehand, but your responses during the interview must be your own
Our expectation	Your application and assessment outcomes should reflect your own skills, experience and abilities

Our approach

At UKAEA, we know that AI is becoming a regular part of how people search for jobs, research opportunities and prepare for interviews. Used well, it can help you present the best version of yourself, but it should not replace your own skills, experience or judgement.

We want you to bring your authentic self to our process. AI can be a helpful tool alongside that, but what matters most to us is understanding who you are, what you have done, and what you could bring to UKAEA.

Our expectation is simple: your applications and assessment outcomes should reflect your own skills, experience and abilities. AI can support you, but it should not replace your own thinking, knowledge, or performance.

Using AI to help you

You are welcome to use AI to:

- Research UKAEA, our work, our sector and the role you are applying for
- Explore how your skills, interests and experience align with a vacancy
- Improve the structure, clarity, spelling or grammar of your CV, cover letter or application
- Generate practice interview questions to help you prepare
- Organize your thoughts and identify areas for further research
- Practice how to communicate real examples from your own experience more clearly

Where AI should not be used

AI should not be used to:

- Use AI to submit large volumes of untargeted or automated applications. If you apply for several Early Careers roles, we may contact you to discuss which opportunities best match your skills and interests.
- Misrepresent, exaggerate or fabricate your skills, qualifications or experience
- Create examples or scenarios that did not happen
- Complete psychometric, ability, technical or skills assessments on your behalf
- Generate or provide answers during live interviews, recorded interviews, assessment centers or assessment activities
- Use AI agents, prompts, transcription tools, coaching tools or other software that provides live assistance during an interview or assessment

Interviews and assessments

You are welcome to use AI to prepare before an interview or assessment: researching, practicing questions, organizing your examples. However, during the interview or assessment itself, your responses should be your own.

Unless we have explicitly confirmed otherwise, please do not use AI tools to generate answers, provide live prompts, complete tasks, or support your performance in real time. For some roles, we may give you specific instructions about whether AI tools can or cannot be used during a technical task, work sample, or assessment.

Being authentic

Your application should be an accurate reflection of your skills, experience, and achievements. We are interested in you: your real stories, your genuine examples, and your honest reflections. Where AI is used in a way that misrepresents your abilities, this may impact your progression in the recruitment process.

Please also be mindful when using external AI tools and avoid entering confidential, sensitive, or proprietary information into AI platforms.

Early Careers

If you are applying for a placement year, graduate scheme or your first professional role, the same guidance applies. We understand that early-career candidates may be newer to applications and interviews, and we encourage you to use AI as a preparation tool: practicing interview questions, exploring career paths and building confidence. If you are unsure about anything, your recruiter is always happy to help.