Guidance on the use of AI (Artificial Intelligence) during the recruitment process

We appreciate that generative AI tools can be beneficial for reducing language barriers and assisting neurodivergent individuals to submit competitive job applications. However, the use of generative AI tools in the recruitment process also presents potential risks in terms of data protection, confidentiality, copyright and bias.

For applicants

We allow applicants to use AI (e.g., a large language model (LLM) such as ChatGPT or other generative AI tools) to aid in the writing or editing of job applications submitted for a Biochemical Society position. However, applicants must disclose, in the 'Applicant Declaration' (or similar section) of the application form, which AI tool was used and how it was used. If the AI tool is custom written, both the algorithm and the source of the data (or the data) on which it was trained should be made available to reviewers. If this information is not disclosed accurately, and use of these tools is identified, the Biochemical Society reserves the right to withdraw the application from consideration.

Applicants **must not** use AI tools in generating images for inclusion in their job application.

Applicants are fully responsible for the content and information provided in their job application, even those parts produced by an AI tool. By submitting a job application to the Biochemical Society, the applicant acknowledges any bias and the accuracy of all information and data included within. Additional guidance for candidates is available on our website [see page below for suggested text].

For reviewers

Reviewers **must not** use AI tools (e.g., a large language model (LLM) such as ChatGPT or other generative AI) to generate and/or summarise content that they are being asked to review. Content submitted via job applications is confidential, and reviewers are given access to the content to review on the basis of confidentiality and privacy rules. Uploading any portion of a job application to an AI tool will be breaking the privacy rules and is not permitted.

Guidance on appropriate use of AI to candidates:

Generative AI (GenAI) tools, like ChatGPT, are revolutionising how we approach tasks and as a future-focused employer, we believe in embracing, not banning, these tools. However, a job application is a chance for both parties to get to know whether the role will be a good fit, so while we are happy for you to use GenAI, we also want to make sure we see the real you.

This page gives candidates applying for a role at the Biochemical Society an overview of how to use GenAI to their advantage throughout our recruitment process, including guidance on areas where GenAI use is not permitted and why.

The right way to use GenAI in applications

Adhering to these three principles will maximise your chances of success with us:

1. **Enhance, don't replace:** Use GenAI to refine and articulate your ideas. It's a tool to help structure your thoughts and improve clarity, not to replace your unique voice and experiences. Don't just copy and paste what ChatGPT tells you to write. Don't rely on the "automated personalisation" promised by some new AI tools. If you do, you'll submit a generic application that looks the same as everyone else's, and that won't help you stand out from the crowd.

2. **Be authentic:** Your application should reflect who you are. We value your unique personal experiences, perspectives and skills, and while GenAI might be able to help you bring that to life or offer ideas, it can't replace your individuality or creativity. We don't want to see the version of you that ChatGPT thinks we want to see (partly, because it's probably wrong). We want to get to know the real you.

3. **Preparation over performance:** GenAI can be a valuable resource in understanding the types of questions you might be asked throughout the recruitment process and the different stages involved. Use it as a tool for research and preparation, but don't rely on it as a crutch or you may struggle to stand out from the crowd or come unstuck in an interview.

Examples of good and poor use of GenAI

Below are several examples of GenAI usage, based on the guidance described above.

Usage type	Use example	Why it's good/bad
Good	Asking ChatGPT for industry trends and relating them to your personal experiences to enhance your application.	ChatGPT is great at sorting unstructured data. Using it to collate industry trends can spark ideas about where you've seen those trends play out, further enhancing your application.
Good	Consulting GenAI for insights into interview questions to reduce anxiety and prepare effectively.	GenAI has a lot of information about example questions, helping to alleviate anxiety about what might be asked during interviews.

Poor	Directly copying AI-generated responses without adding your personal touch.	Again, we want to know about you, not what AI thinks you should be. Lengthy or generic AI-generated answers will not let us see the real you. Worse, they'll look the same as all the other generic responses we receive.
Poor	Using GenAI to complete interview tasks or assessments.	Misrepresenting how you naturally work or complete tasks may mean you are hired for a job that's a bad fit for you – a result where no-one benefits.

✅ GenAI "dos"

- Use GenAI for initial brainstorming and structuring your thoughts.
- Check the readability and clarity of your answers with GenAI.
- Use it as a preparation tool to alleviate nerves and get your head in the game.

❌ GenAI "don'ts"

- Let GenAI replace your personal stories and experiences.
- Try to use GenAI to complete assessments that are designed to evaluate your skills, and experience.

Final thoughts for candidates

- Your performance in the selection process should be a reflection of your true abilities and potential.
- GenAI is a tool. When used correctly, it can enhance your application, assessment experience, and interviews.
- It cannot, and should not, replace the essence of what makes you the right candidate for the job.
- Remember that the selection process is as much for you, the candidate, as it is for us, the employer. Throughout the process, you need to decide if you'll be comfortable in the role and able to succeed at it.

This guidance is to ensure you make the most of these technologies while staying true to your unique identity and experiences.