



Guidance for Candidates on the Use of AI in the Recruitment Process

Purpose

This guidance outlines acceptable and unacceptable uses of AI by candidates during the recruitment process.

AI & the Recruitment Process

At Victim Support, we value authenticity and a human approach to recruitment. Every application is carefully reviewed by a real person rather than an algorithm because we recognise and appreciate the individuality behind each application.

Whilst technology can be a helpful tool for preparing and building confidence, our priority is getting to know you: your skills, your experiences, and your personality.

We're interested in how your values align with Victim Support and for roles where you'll be working directly with service users, we pay particular attention to the personal qualities that help you deliver truly compassionate and meaningful support.

Using AI in the Application Process at Victim Support

✓ **Remember- AI is your editor, not your author.**

AI can help polish your application, but your real experiences and voice should shine through.

How You Can Use AI Effectively

- **Job Applications**

- ✓ Use AI for **spell-checking, formatting, and improving clarity.**

- ✓ Ask AI to help structure answers (e.g., STAR format) or identify key skills from the job description.

✗ Do not use AI to invent or embellish experiences or copy-paste generic answers.

- **Interview Preparation**

- ✓ Use AI to generate **practice questions**, research industry trends, or frame answers.

- ! Remember, whilst it is acceptable to use AI as a research tool, care should be taken to verify the accuracy of the information provided.

- ✗ Do not use AI during live interviews—it breaks the connection and prevents us from getting to know you.

- **Tasks & Assessments**

- ✓ AI can help refine your work, but the ideas and solutions should be yours.

- ✓ If unsure about AI use for a specific task, ask your recruiting manager—we value transparency.

We truly value the unique skills and experience you may bring, and we appreciate your commitment to making a real difference. Your passion for helping others means so much to us, and we're excited to learn more about you.

To take the next step, please complete your application on our website.
