



ENCIRC CAREERS - GUIDE TO AI

Guide to AI

AI. It's every where at the moment, even if you haven't used it, or you don't really understand what it is, you'll likely have heard of it. It can be an excellent tool, from CV creation, to giving you clarity on situations... but it can't do it all for you. We still want to hire a human, with human traits and values and real character. From the start of your recruitment journey, you'll be met by humans doing well... human things, like assessing your suitability, and asking you questions, so we want to hear back from a person, not a computer.

That said, there's no denying AI tools can help you put your best foot forward during the application process. If using AI to help refine some of your work, or help you prepare for an interview makes you feel more confident and comfortable, we're all for it, and we certainly won't be assessing you based on whether you used it or not. However, if you do use it, we simply encourage you to use them in the right way...

AI Do's

AI is designed to help you refine, not to create.

DO use it to check over your CV, do a quick spell check, format it in the best way for you.

DO use AI to help you organise your thoughts or build up a narrative. Say for example, we ask you to demonstrate our value of High Performance, pop your examples into AI to tweak it. It's still your own thoughts and words, with your own personality and flavour.

DO pop your CV or your experiences into AI and ask it to pick out key examples of where you have met the job description. You can then use these examples to think up a few good answers to bring to interview.

DO paste the job spec into AI and ask it for some thoughts on what type of questions we might ask at the interview stage. This is a handy way to help you prepare some stellar answers.

DO ask AI for advice on industry trends or any relevant information on the current market.

DO feel free to have a few notes with you to support you in the interview

AI Dont's

AI is designed to help you refine, not to create.

DON'T use it to create made-up examples to bulk out your CV, or to add responsibilities to your job history that you don't have experience of.

DON'T ask it to create a great example of a situation that you've never been in and cite it to us verbatim. We want to know why you are good for this job, based on what you've been through.

DON'T ask it for all the 'best' traits to attribute to the job title and memorise them. You need to make all your examples relevant to your own experience.

DON'T take it all as gospel – AI doesn't know us, and it doesn't work here, so it won't get the questions spot on. Just use it for a rough idea of themes or key ideas that may come up.

DON'T let that replace your own research, time spent on our website or social channels, and getting a good feel for who we are and how we can best work with one another.

DON'T use AI live in the interview, it will disrupt the flow and stops us from getting to know the real you!

DON'T be afraid to ask for support, or use AI to help you with things you find difficult, as long as it doesn't replace your initiative and real experience.

Careers at Encirc
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