

Using AI in your Application

Guidance for candidates on responsible and appropriate use of AI

At Irwin Mitchell, we recognise that Artificial Intelligence (AI) tools such as Microsoft Copilot, ChatGPT, Gemini and Claude are becoming part of everyday working life. Used well, AI can support preparation, improve clarity, support learning experiences and build confidence. In many roles, using technology thoughtfully and responsibly is an increasingly valuable skill.

Our guiding principle

You may use AI to help prepare and improve your application. However, all information submitted must be accurate, reflect your own skills and experience, and be content that you can personally explain and discuss during the recruitment and assessment process.

What is acceptable and what is not

A useful way to think about the responsible use of AI is whether it helps you prepare and communicate, or whether it is replacing your own experience, thinking, or assessed ability.

Acceptable use	Unacceptable use
• Research Irwin Mitchell, the role, our values and the sector using publicly available information. • Generate ideas or a structure for a CV, covering statement or interview preparation notes. • Improve the spelling, grammar, readability, and clarity of content you have written. • Practice interview questions, reflect on your examples, and identify areas to prepare further. • Check whether your final application explains your experience clearly and in your own voice.	• Submit AI-generated answers that do not genuinely reflect your own skills, experience, or achievements. • Use AI to complete tests, assessments, written exercises, or case studies where we are assessing your own ability. • Use AI to answer questions live during interviews or assessment activities on your behalf. • Misrepresent your qualifications, employment history, right to work, experience or achievements. • Input confidential, personal, or proprietary information from a current or previous employer into public AI tools. • Inviting 3rd party AI assistants to interview calls without prior authorisation

Authenticity matters

Our recruitment process is designed to understand who you are, what you have achieved, and how you approach your work. The strongest applications are those that feel personal, accurate, and considered.

- The final content should be in your own voice.
- The examples and experiences described should be your own.

- You should be able to explain, evidence, and expand anything you submit.
- You should check that AI-assisted content is accurate, current, and relevant before using it.

How this applies at each stage

Applications	Assessments	Interviews
AI can help you structure, proofread and refine your application. Make sure the final version is accurate and clearly reflects your own experience.	Do not use AI to complete tests, assessment questions or exercises where we are assessing your own knowledge, judgement, or ability. (Unless otherwise encouraged to do so)	AI can help you prepare by practicing potential questions. It must not be used to provide answers during an interview or assessment activity.

Before using AI tools, ask yourself:

- Is this supporting my own thinking, rather than replacing it?
- Is the information I am entering safe to share, or could it include confidential, commercially sensitive, personal or third-party information that should not be used in a public AI tool?
- Is what I am sharing accurate, in my own voice, and something I can explain and expand on if asked?
- Have I reviewed AI answers to ensure that the output is current, relevant and not misleading?

What may happen if AI is used inappropriately

If we have concerns that AI has been used in a way that misrepresents your experience, completes an assessment on your behalf, or affects the fairness or integrity of the recruitment process, we may review this as part of our decision-making. Our aim is not to discourage responsible AI use, but to make sure the process remains fair, transparent and based on each candidate's own skills and experience.

Our hiring decisions continue to be made by people. AI should never be used as a substitute for honest, fair, and transparent participation in the process.

In summary

We encourage candidates to use AI as a preparation and development tool where it helps them communicate clearly and confidently. The important point is that anything you submit must be accurate, reflect your own skills and experience, and be something you can personally explain and discuss during the recruitment process.

We want to understand the real person behind the application, including how you think, what you have achieved and how you use tools responsibly.

Need support or adjustments?

If you need support with any part of the recruitment process, or would like to discuss reasonable adjustments, please contact the Recruitment & Onboarding team. We want our process to be accessible, fair, and inclusive.

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