

Guidance for Applicants

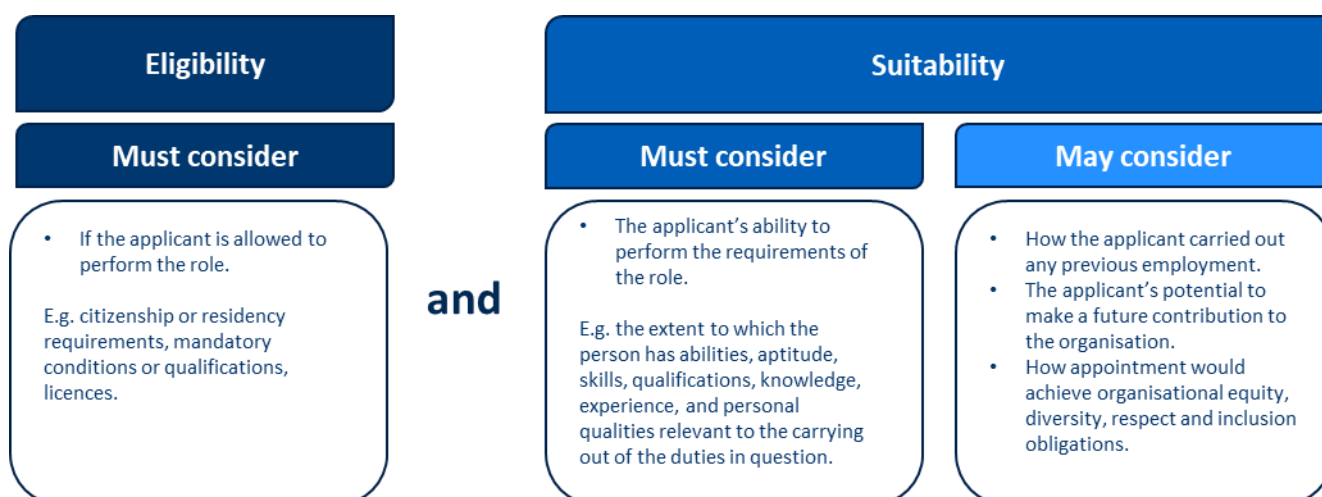
Using AI in Recruitment

Purpose

This document provides guidance on how artificial intelligence (AI) can be used responsibly by applicants when applying for roles with Queensland Health.

What Matters Most in Our Recruitment

Queensland Health recruitment decisions are made in line with the principles outlined in our [Recruitment and Selection Directive 07/23](#) and [HR Policy B1](#), to find the eligible person best suited for the position. This includes a holistic assessment of your suitability for the position through what you demonstrate during your application and assessment (interviews, tasks, reference checks) as a true reflection of your skills and abilities.



Using AI – Acceptable Practices

You may use AI tools to support preparation, for example:

- Researching the role, organisation or industry
- Organising your thoughts or structuring an application
- Improving clarity, grammar or plain-English expression
- Practising interview questions or exploring likely topics

If you use AI this way, make sure:

- The content reflects **your own experience and views**
- All information is **true, accurate and yours to demonstrate**
- You critically review and personalise any content.

Using AI – What Is Not Acceptable

AI must not be used to:

- Fabricate, exaggerate or misrepresent skills, qualifications or experience
- Impersonate another person or submit work that is not your own
- Share sensitive or confidential information.

Misrepresentation or dishonesty may affect your application.

During Assessments

- Assessments are used to understand **your** genuine capability
- You are expected to respond using your own knowledge and experience
- Let us understand the real you and your experience – AI has the potential to make you sound overly formal or generic so if you do use AI, ensure that your own personality and voice are still present for the panel
- If role-specific conditions apply – these will be communicated to you in advance
- If any party of the interview wishes to record the meeting, all participants must be advised at commencement of the meeting that a recording is being made in line with digital policy and governance. Recording should not proceed without permission from all parties.

You may be asked whether you have used AI tools when applying for positions or preparing for recruitment processes, so the panel can better understand your level of experience with these tools. If this question arises, you are expected to answer honestly about how AI tools were used. You should also be ready to clearly describe which tools you used, when they were used during the process, and how they supported your work.

AI tools should be used only to support and improve work you have already created, such as reviewing grammar, clarity, structure, or formatting in written applications or resumes, or helping you prepare for later assessment stages. Regardless of this support, you must be able to confidently discuss and clearly justify any statements you make about your skills, experience, or qualifications.

Accessibility and Support

Queensland Health is committed to inclusive recruitment.

- AI tools may support communication, language or accessibility needs
- Using AI as reasonable self-support does not disadvantage you
- Reasonable adjustments, including approved assistive technologies during assessment, may be available - notify the Panel Chair as early as possible so appropriate adjustments can be made.

Privacy and Your Responsibility

- Be cautious when entering personal information into public AI platforms
- Understand that some AI tools may store or reuse information
- You remain responsible for everything you submit as part of your application.

We value fairness, integrity, diversity and genuine capability – and we want you to succeed on that basis.

Examples of acceptable / unacceptable AI use

Application Stage	
Acceptable AI use	Unacceptable AI use
• Improve and polish your written application, CV, or résumé • Develop, organise, and clarify your ideas and thinking • Gather publicly available information about the organisation you are applying to • Review and correct spelling, grammar, and formatting in your written work	• Exaggerate, invent, or inaccurately present your skills or work experience • Use AI to produce generic answers and insert them directly into your application without personal input • Enter sensitive, proprietary, or confidential information from your current or previous workplaces into AI tools
Preparing for interview	
Acceptable AI use	Unacceptable AI use
• Prepare for interviews, including mock interviews • Some acceptable uses include communication support, accessibility aids, language assistant tools, but ambient AI should only be used if both parties consent	• Produce responses to real interview questions, including reusing or copying answers created during AI-supported mock interviews
Written assessment / Work sample task	
Acceptable AI use	Unacceptable AI use
• Review and improve the spelling, grammar, and formatting of your written content • Use publicly available information to support and strengthen your response • To assist with planning, proofreading and improving clarity in your written assessment or work tasks unless otherwise advised.	• Create your written assessment or work task on your behalf. However, the substantive content, analysis, recommendations and conclusions must represent the applicant's own work.