

EPSRC DLA - Use of AI in Recruitment Statement

This statement applies to all supervisors, candidates, and recruitment panels engaged in recruitment to the EPSRC DLA.

We recognise that artificial intelligence (AI) tools such as ChatGPT, Gemini, Copilot and Claude can be incredibly useful in many different scenarios. This statement outlines permitted and prohibited use of AI, to be taken into consideration whatever your role in the EPSRC DLA process (whether as supervisor/project proposer, student applicant, or as someone on the shortlisting/interviewing panels).

1. Expectations for Candidates

We expect all candidates to truthfully represent themselves in their applications and interviews. These parts of the selection process help us to understand how your skills and experience may align with the doctoral project you've applied for, and we are not looking for candidates who can already do everything. Recognising and acknowledging where there is a gap in your knowledge shows that you are able to reflect on your experience and evaluate what you want to build on in the future. We would prefer you to be honest if you don't know an answer, than read a scripted response generated by an AI tool.

We really value hearing about your experiences, and recognise that interviews can be nerve-wracking. We respect thoughtful and considered use of AI, and recognise how helpful AI can be for accessibility. If you require an AI tool as part of a reasonable adjustment, please contact us ahead of time so that we are aware, and can make accommodations if needed.

Permitted use of AI

- Researching the EPSRC DLA, the University of Sheffield, and industry collaborators
- Refining your CV or application form responses to help with grammar, tone or structure.
- Refining your presentation slides or notes
- Clarifying your thoughts and ideas
- Practicing for interviews to boost your confidence and get feedback

If you choose to use AI in any of the above circumstances, please clearly state this in your application or interview presentation.

Prohibited use of AI

- Generating your CV or application form responses in full, and/or generating false or misleading information regarding your skills, experience and qualifications
- Generating answers in full to the questions that may be shared with you before the interview
- Using real time AI tools (including but not limited to: real-time answer generators, voice bots, second-screen copilots, browser overlays, background LLMs or deepfakes) to generate answers during your interview.

Please do not be surprised if we pause the interview where we suspect or detect AI is being used in any of these prohibited ways. If we believe there is evidence that you have contravened this policy, the interview will be terminated, and your application will be rejected.

2. Expectations for Supervisory Team and Recruitment Panel**Permitted use of AI**

- Refining or polishing project adverts, before review by supervisory team
- Automated interview scheduling where necessary
- Suggesting interview questions based on the project topic, before refining by supervisory team

Prohibited use of AI

- Generating summaries of applications
- Making decisions as to whether to interview a candidate or not
- Using AI generated adverts or questions without human review for accuracy
- Entering any candidate's personally identifiable information into an AI tool
- Generating candidate feedback
- Conducting interviews, assessing candidate skills or experience, assisting with final selection of candidates