



Principles for candidate use of AI in recruitment

Purpose

These principles guide the ethical, responsible and transparent use of artificial intelligence (AI) by candidates when applying for Australian Public Service (APS) recruitment processes. These principles should be read in conjunction with:

- [AI Plan for the Australian Public Service 2025 | digital.gov.au](https://digital.gov.au)
- [Policy for the responsible use of AI in government | Digital Transformation Agency](#)
- [Australia's AI Ethics Principles | Australia's Artificial Intelligence Ethics Principles | Department of Industry, Science and Resources](#)

Complementary to these principles are the:

- [Principles for agency use of AI in recruitment](#), and
- [Guide to managing candidate use of AI in recruitment](#)

Agencies must provide candidates with a link to this document, either in the candidate pack or in the agency recruitment system advertisement.

Overview

As AI tools and technologies become more accessible and widely used, you are able to use AI tools when participating in an APS recruitment process (except where an agency has specifically requested you don't use AI). For example, you may use AI tools to support your drafting of applications and resumes, and prepare for interviews.

This document provides a set of principles to guide the ethical, responsible and transparent use of AI tools by candidates engaging in APS recruitment processes. These principles are designed to ensure that the use of AI tools by candidates aligns with the expectations outlined in the [APS Values and Employment Principles](#), and maintains the integrity of recruitment decisions and outcomes.

The principles are intended to help you to:

- use AI tools in a way that upholds honesty, authenticity and fairness
- understand your responsibilities when using AI in recruitment processes



- avoid practices that may constitute misrepresentation or undermine merit-based selection processes.

By following these principles, you are demonstrating your ability and willingness to act in a manner that is consistent with the [APS values](#)

Principles

The following principles set out the expectations that APS agencies have regarding the use of AI in recruitment by candidates applying for APS roles.

Be transparent, authentic and truthful

The APS welcomes candidate use of AI tools and technologies throughout recruitment processes (unless AI use is explicitly excluded by the recruiting agency). However, where you do choose to use AI to support your participation, the APS expects that you do so in a way that is transparent and responsible.

It is your responsibility to ensure that the details in your resume and written application are factually correct and a true representation of your own experiences, qualifications and capabilities. Where you choose to utilise AI tools to support your resume and written application, you should ensure that you have reviewed and personalised your application to reflect your genuine voice and capabilities.

Recruiting agencies may ask if you have used AI tools to assist you in applying for roles or preparing for recruitment activities including so that they can understand your current capability in using AI tools. If asked, it is expected that you will provide truthful information about how you have used AI tools. You should be prepared to fully explain the AI tools you have used, at what stages they have been used and how the AI tools were used. This could include being required to demonstrate what your contribution to the final product was.

WHY DOES IT MATTER? When you misrepresent your capabilities and experience, it can compromise the integrity of the recruitment process, damage your reputation, lead to failed background checks or result in appropriate disciplinary action for providing false or misleading claims e.g. removal from the recruitment process or for APS staff (including those who are successful in the recruitment process and become an APS employee) it could lead to formal sanctions, up to and including termination of employment.

Use AI to support, not substitute your own experience or capabilities

AI is a great tool to assist you to put your best self forward by helping to clarify and refine your resume and application and to prepare for interviews, but it is imperative that your input and authenticity remain central to your claims.



You should only use AI tools to enhance what you have already drafted, for example to seek feedback on the grammar, structure or formatting of your written applications or resume or to assist you in preparing for further assessment activities by utilising AI tools for the purpose of mock interviews. However, you must be able to talk to and fully explain any claims that you make in relation to your experience, qualifications or capabilities.

WHY DOES IT MATTER? Over-reliance on AI tools at the application stage to over-inflate or fabricate your skills and experience is an unacceptable use of AI which can and does result in poor performance during later stages of the recruitment process or an inability to effectively perform the duties of the role.

Examples of acceptable / unacceptable AI use

Application stage	
Acceptable AI use	Unacceptable AI use
<ul style="list-style-type: none"> • Refine the drafting of your written application, CV, or resume • Refine and clarify ideas and thoughts • Research public information about the agency you are applying for • Check spelling, grammar and formatting of what you have written 	<ul style="list-style-type: none"> • Inflate, fabricate or otherwise misrepresent your skills and experience • Generate generic response and copy those into your application • Input sensitive or confidential information about your current or former workplaces into AI
Preparing for interview	
Acceptable AI use	Unacceptable AI use
<ul style="list-style-type: none"> • Prepare for interviews, including mock interviews 	<ul style="list-style-type: none"> • Generate answers to actual interview questions, including plagiarising answers to questions from AI-assisted mock interviews
Written assessment / Work sample task	
Acceptable AI use	Unacceptable AI use



Application stage	
Acceptable AI use	Unacceptable AI use
<ul style="list-style-type: none">• Check spelling, grammar and formatting of what you have written• Research publicly available information to include in your response	<ul style="list-style-type: none">• Generate your written assessment or work sample task

Act ethically and fairly

You must not use AI tools in a way that is knowingly misleading, manipulative or unethical. APS employees are expected to uphold the APS Values and Code of Conduct which requires that they demonstrate trustworthiness, integrity and honesty in all that they do. This extends to the way in which current and prospective APS employees conduct themselves throughout APS recruitment processes.

You should not use AI tools in a way that knowingly:

- inflates your experience, qualifications or capabilities in their resume or written application, or
- cheats on assessment activities or dishonestly mimics human responses such as using AI tools to generate answers to interview questions or write a written assessment response.

WHY DOES IT MATTER? Unethical use of AI tools by candidates throughout recruitment processes undermines fair competition, breaches the trust of employers and brings into question the trustworthiness, integrity and honesty of candidates which may lead to removal of candidates from recruitment processes or formal sanctions or termination of employment for APS employees.

Be mindful of privacy and protect your personal data

AI tools and technologies can be useful for assisting you to prepare your resume or written applications for a recruitment process. However, these tools often require you to input personal or professional information which can raise significant privacy and data security concerns.

You should be cautious about what information you input into AI tools, particularly if they are public tools. When using AI tools, you need to be sure you do not input any classified or otherwise sensitive or confidential information. You should ensure that you read and



understand the privacy policies and data use terms of any AI tools or technologies that you use, and be mindful that not all AI tools are transparent or upfront about how they may use the data you input.

WHY DOES IT MATTER? AI tools and technologies may store or use any data you input into them in ways you may not expect them to. This includes both your personal information, and any information that may be considered sensitive or confidential by your current or former workplaces. Providing too much personal data could lead to identity theft and fraud. The [Office of the Australian Information Commissioner](#) provides guidance on [Ways to protect your privacy](#) which may assist. Inputting sensitive or confidential professional information, including government information, into AI tools may breach company policies related to privacy and data use terms. Doing so may lead to formal sanctions for APS employees. You may find the [Staff guidance on public generative AI | digital.gov.au](#) useful for further tips for engaging safely and responsibly with AI tools.