

AI in the World of Work

Student checklist: Using AI ethically in applications



Use this check list to help you make sure you're using AI ethically for applications

I know why I used AI

- I used AI to prepare, improve, or practise, not to replace my thinking
- I understand that AI is a tool, not an authority
- I can explain how AI helped me if asked

The work is genuinely mine

- I wrote the final answers **in my own words**
- The experiences described are **real and accurate**
- I did not submit text copied directly from AI

I stayed honest and transparent

- I did not invent qualifications, skills, or experiences
- I did not exaggerate beyond what I can evidence
- I would feel comfortable discussing everything I've written in an interview

I used AI for appropriate tasks

- Practising interview questions
- Improving clarity or structure of my writing
- Checking grammar or tone
- Researching roles, employers, or sectors
- Reflecting on strengths and areas to improve

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I avoided inappropriate use

- I did **not** let AI write my application for me
- I did **not** use AI to complete assessed recruitment tasks unless allowed
- I did **not** bypass word limits, instructions, or employer guidance

I protected personal data

- I avoided sharing names, addresses, contact details, or IDs
- I did not upload CVs or forms containing sensitive information into open AI tools
- I checked whether the AI tool stores or uses my data

I checked accuracy and relevance

- I reviewed everything AI suggested before using it
- I checked facts, terminology, and role requirements
- I removed anything that didn't match the employer or role

I followed employer expectations

- I checked whether the employer had guidance on AI use
- I followed all application instructions carefully
- I remembered that policies may differ between organisations

Final responsibility check

- I am confident this application reflects **me**, not AI
- I am prepared to explain or expand on any answer
- I understand that I am responsible for this application