BUUK Infrastructure (BUUK)
AI Guidance for Candidates

Be part of the journey…

BUUK has has been on an exciting journey of growth and development for over 30 years – creating opportunities, developing solutions, innovating the multi-utility sector, and driving towards a net zero world.

We are a company that values its people, so have a human approach to our hiring process. Great people have got us where we are now, and great people will go on to shape our future, which is why every stage of our application and interview process is managed by our Recruitment team.

We recognise that using Artificial Intelligence (AI) when completing everyday tasks has become more mainstream, and this includes using tools such as ChatGPT when applying for a new role in your career.

AI can be a valuable tool to enhance your application and we won't be assessing you based on if you have used AI or not. However we would like to offer some guidance on using AI effectively in our recruitment process to ensure that your application is a true reflection of your abilities.
Above all, **Be You…**

Application stage – CV & Covering Letter

AI tools can help you optimise your CV by checking spelling and grammar, and enhancing readability. For applicants who have English as an additional language, AI can help you to standardise and structure your CV.

However, you should not use AI to exaggerate your experience or qualifications, or misrepresent your achievements. Your CV should always be an honest representation of your skills and career history. We want to hear about what makes you the best person to join us from your own perspective, and not what AI thinks we want to hear.

Heavily relying on AI can make your CV and covering letter sound very generic. The best applications are honest, personal and authentic. Don't use AI as a shortcut and review its suggestions critically.

Suitable ways to use AI during the application process include:

- As a tool to check spelling and grammar
- Researching our company to better understand our business and culture
- As an editor to help structure your own ideas in a clear way

Interview stage

Preparing for your interview by practicing with AI chatbots can help improve your interview confidence and refine your responses. This is where we are going to be looking for you to expand on your skills and experiences highlighted in your CV and covering letter. Interviews will be held on Microsoft Teams or in-person. Questions will usually follow a competency based format allowing you to give examples of your skills, showcasing your ability to think and respond independently.

Suitable ways to use AI during the interview process include:

- Creating practice questions based on the job description
- Carrying out research on the company and comparing relevant industry trends
- Receiving feedback on your answers
- Building confidence in articulating your strengths and addressing your potential weaknesses

AI should enhance, not replace, your own critical thinking and creativity. It should not be used to create scripted responses to interview questions, or create fictional examples instead of real experiences. It should also not be used in real time during Teams interviews to prepare your answers, as you want to ensure that you are giving the interviewers your full concentration.

AI is just one of the tools you can use to help you prepare, you can also use it alongside the information we've provided you about the interview already.

AI for reasonable adjustments during the interview process

As part of the interview process, we will ask if there's anything we can do to support you with any reasonable adjustments. If you plan to use AI tools, for example to take notes during the call, please raise this with your recruiter *before the interview* so we can discuss how we're able to support you.

✅ **AI dos**

- Gathering information on the company & researching market trends
- Using it to generate mock interview questions
- Formatting your examples in a clear and concise way
- Checking spelling & grammar during the application process

❌ **AI don'ts**

- Don't use answers provided by AI tools that are not a reflection of your own experience
- Don't copy and paste information from AI tools into your application
- Don't use AI during an interview to generate answers to questions