

The background features a dark digital interface with a glowing 'AI' logo in the upper center. A large, multi-colored speech bubble is positioned in the middle, containing a bar chart with four bars of increasing height. The interface is overlaid on a background of blurred code and data points.

Using GenAI for your application

MusgraveEarlyCareers.com

Musgrave

Understanding GenAI and your job application

GenAI tools, like ChatGPT and Microsoft Copilot, are revolutionising how we approach a whole host of tasks at work. As a future-focused employer, we believe in embracing, not banning, these tools.

When it comes to applying for a role with us, it's essential to make sure you use GenAI tools in ways that help, rather than hinder.

Here's our advice on how to use GenAI throughout our recruitment process – including guidance on areas where GenAI use is not permitted and why.



Using GenAI in your Musgrave application

ENHANCE, DON'T REPLACE

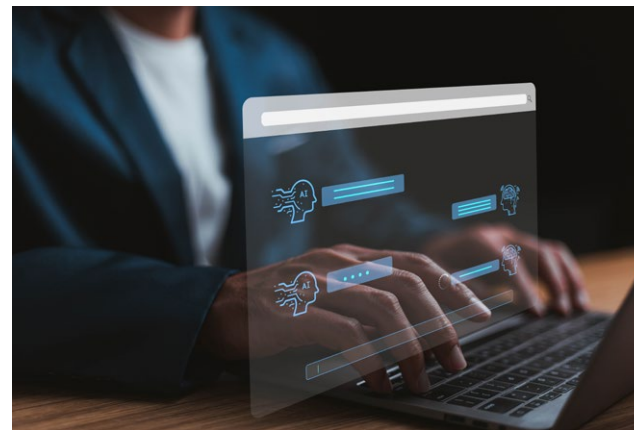
Use GenAI to refine and articulate your ideas. It's a tool to help structure your thoughts, not to replace your unique voice and experiences. Don't copy and paste what ChatGPT tells you to write and don't rely on the "automated personalisation" promised by some new AI tools. This won't help you stand out from the crowd.

BE AUTHENTIC

We value your unique personal experiences, perspectives, and skills. While GenAI might be able to help you bring that to life, it can't replace your individuality or creativity. We don't want to see the version of you that ChatGPT thinks we want to see, we want to get to know the real you.

PREPARATION OVER PERFORMANCE

GenAI can be a valuable resource in understanding the types of questions you might be asked in the recruitment process. Use it as a tool for research, but don't rely on it as a crutch or you may struggle to stand out from the crowd.



PSYCHOMETRIC ASSESSMENTS

The psychometric assessments are designed to help **you**, as well as us.

For example, if you're a very risk-averse person, a sales role might not be a good fit for you. Therefore, using GenAI may not show your true capabilities and strengths which could mean you find yourself in a role that you dislike, which is not a positive outcome for you or us.

We ask you to complete these assessments without external assistance as candidates brought forward to later stages may be re-tested under supervised conditions. Any significant discrepancies in performance on the test/re-test results will result in elimination from the selection process and prevent re-application.

Examples of good and poor use of GenAI

Below are several examples of GenAI usage, based on the guidance described previously.

USAGE TYPE	USE EXAMPLE	WHY IT'S GOOD
Good	Ask ChatGPT for industry trends and relate them to your personal experiences to enhance your application.	ChatGPT is great at sorting unstructured data. Use it to collate industry trends to spark ideas about where you've seen those trends play out.
Good	Consult GenAI for insights into psychometric assessments to reduce anxiety and prepare effectively.	GenAI has information about these tools and can explain them to you, helping to alleviate anxiety about what they're like. You can also ask it for practice questions.
USAGE TYPE	USE EXAMPLE	WHY IT'S BAD
Poor	Copying AI-generated responses without adding your personal touch.	Again, we want to know about you... not what AI thinks you should be. Lengthy or generic AI-generated answers will not let us see the real you. Worse, they'll look the same as all the other generic responses we receive.
Poor	Using GenAI to complete a psychometric assessment	Misrepresenting how you naturally think and behave may mean you are hired for a job that's a bad fit for you – a result where no one benefits.

GenAI do's

- ✓ Use GenAI for brainstorming and structuring your thoughts.
- ✓ Check the readability and clarity of your answers.
- ✓ Use it as a preparation tool to alleviate nerves.

GenAI dont's

- ✗ Replace your personal stories and experiences.
- ✗ Complete assessments that are designed to evaluate your personality and natural abilities.

Final thoughts for candidates

- Your performance in the selection process should reflect your true abilities.
- GenAI is a tool. When used correctly, it can enhance your application, assessment experience, and interviews.
- It cannot, and should not, replace the essence of what makes you the right candidate for the job.
- Remember that the selection process is as much for you as it is for us.

This guidance is to ensure you make the most of these technologies while staying true to your unique identity and experiences.

