

CANDIDATE AI USE POLICY

1. Introduction

At BakerHicks, we recognise that artificial intelligence (AI) tools are increasingly used by job seekers as part of the application and interview process.

To ensure a fair, transparent and consistent recruitment experience for everyone, we have set out clear expectations on how AI may and may not be used when engaging with our recruitment process.

This policy applies to all candidates at every stage of recruitment, including applications, assessments, interviews and related communications.

2. Purpose of this policy

Our intention is not to prohibit the use of AI, but to remove ambiguity and ensure fairness.

We want candidates to feel confident about what is acceptable, while allowing us to assess skills, experience and potential in a consistent and meaningful way.

3. Our principles

We support the responsible use of AI where it helps candidates communicate clearly, prepare effectively and access opportunities more equitably.

However, we expect that all information you provide reflects your own experience, capability, knowledge and understanding.

While AI may be used to improve the presentation and clarity of your application, candidates should ensure that any responses submitted genuinely reflect their own thoughts, experiences and achievements.

We encourage candidates to recognise that both their CV and application responses form a key part of our assessment process and that they should be prepared to discuss, expand upon and evidence any information provided during subsequent interviews and assessments.

Candidates should be able to confidently demonstrate the skills, experience, achievements and viewpoints presented within their application, as these will often be explored in greater detail throughout the recruitment process.

AI must not be used to gain an unfair advantage, generate responses that do not accurately reflect your own views or capabilities, or otherwise misrepresent yourself at any stage of the recruitment process.

4. Acceptable use of AI

4.1. Application stage

You may use AI tools to support the preparation of your CV, cover letter or application responses.

This includes improving structure, clarity, grammar or spelling; helping organise and present your experience; translating content into English; or improving written communication generally.

However, we want candidates to represent their authentic selves throughout the recruitment process.

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Application questions should be answered using your own thoughts, experiences and judgement, and AI should not be used to generate responses on your behalf.

Any content submitted must be accurate, truthful and based on your own experience.

4.2. Interview preparation

You may use AI tools to prepare for interviews, including researching BakerHicks, practising interview technique, structuring example responses, preparing presentation approaches or identifying questions you would like to ask.

Using AI as a preparation aid is encouraged.

4.3. Assessments & Tasks

Where an assessment or task explicitly allows the use of AI, you may do so within the limits stated in the instructions.

In these cases, you should be able to explain your thinking, approach and output in your own words, and demonstrate your understanding of the work submitted.

5. Prohibited use of AI

While it is not possible to provide an exhaustive list of every scenario, the following examples include, but are not limited to, forms of AI use that BakerHicks considers unacceptable within the recruitment process.

Where there is any uncertainty regarding the use of AI, candidates are encouraged to seek clarification from the Talent Acquisition team.

5.1. Misrepresentation

AI must not be used to fabricate, exaggerate or misrepresent experience, qualifications, responsibilities, employment history or achievements.

Submitting content that you cannot reasonably evidence or explain as your own is not permitted.

5.2. Assessments

Unless explicitly stated otherwise, AI must not be used to complete assessments, technical exercises, written tasks or work samples on your behalf.

Submitting AI-generated work as if it were entirely your own, where AI use is not permitted, is not acceptable.

5.3. Live interviews

AI must not be used during live interviews to generate answers, provide real-time prompts or coach responses.

This includes hidden prompts, live transcription tools that generate suggested answers, voice cloning, deepfake technology or similar assistance during interviews (virtual or in person).

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6. Disclosure

You do not need to declare routine AI use for proofreading, formatting or basic language support.

However, you should disclose AI use where a task or assessment requests this, where AI significantly shaped your analysis or output, or where AI was used beyond basic editing and clarity support.

7. Accessibility and adjustments

We are committed to providing an inclusive recruitment experience.

The use of AI to support accessibility needs, such as language support, readability or neurodiversity-related adjustments, is generally acceptable.

If you require additional adjustments or alternative assessment methods, we encourage you to contact the Talent Acquisition team so we can support you appropriately

8. Our use of AI

BakerHicks may use AI-enabled tools to support certain administrative aspects of the recruitment process, such as enhancing job advertisements, supporting recruitment administration and drafting communications. However, our recruitment process is fundamentally people-led.

We believe that candidate experience is built through meaningful human interactions and personal engagement.

Throughout the recruitment process, we aim to provide candidates with authentic people-to-people touchpoints, ensuring every individual feels valued, respected and given the opportunity to demonstrate their unique skills, experiences and potential.

All applications are reviewed by a member of our Talent Acquisition team. We do not use AI to automatically screen out or rank candidates, and AI does not make hiring decisions on our behalf.

We recognise that careers are rarely linear and that many candidates possess transferable skills, diverse experiences and potential that may not be immediately apparent through automated assessment methods.

Human review allows us to consider the full context of an individual's background and, where appropriate, identify opportunities that may be a stronger match than the role originally applied for.

While AI may support certain administrative activities, it does not replace human judgement.

All recruitment decisions are made by people, with careful consideration given to each candidate's experience, potential, and alignment to both the role and the broader opportunities available within BakerHicks.

9. Ongoing review

AI technology continues to evolve, and this policy will be reviewed and updated regularly.

If you are unsure whether a particular use of AI is acceptable, we encourage you to contact the Talent Acquisition team before submitting work or attending an interview.

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10. Breaches of this Policy

If we reasonably believe this policy has been breached, we may ask for clarification, request that you explain or evidence your work, adjust the assessment approach, or remove you from the recruitment process where the integrity of the process has been compromised.

This policy is applied consistently to protect fairness for all candidates.

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