



Artificial Intelligence (AI)

Using AI in your job application

As an ambitious and progressive university, Cardiff Metropolitan is committed to engaging with AI tools in a way that is forward-looking, ethically responsible, and aligned with our values of creativity, innovation, inclusivity and trust. As AI becomes part of everyday life, we want to be clear about how it fits into our recruitment process.

Our Position on AI

We recognise that AI tools can support creativity and efficiency, but they should not replace your own ideas, experience, and individuality. Your application is an opportunity to showcase your unique skills and achievements - things that AI cannot replicate.

Acceptable use of AI

- Use AI responsibly: Use tools to help you structure and refine your application, check grammar and spelling, or research the organisation - but ensure the final content reflects your own knowledge, skills and experience.
- Be transparent: If you've used AI to assist with your application, make sure the information is accurate and authentic.
- Interview preparation: AI can support you with mock interview questions or refining STAR responses.

Unacceptable use of AI

- Do not submit AI-generated content without reviewing and personalising it to accurately reflect your achievements and skills.
- Avoid over-reliance: Applications generated entirely by AI lack the personal insight we value. We want to understand what *you* can bring to our community.
- AI should not be used to answer live interview questions or complete assessments.

Further Guidance

For more on our approach to AI and its responsible use, visit our [Artificial Intelligence Hub](#). There you'll find our Position Statement, guiding principles, and practical advice on using AI ethically and effectively. You can also find guidance on completing job applications and interview tips on our [Application Support](#) page.