



AI USAGE GUIDELINES FOR CANDIDATES

Purpose

These guidelines are intended to ensure transparency, fairness and authenticity in the application process for positions within SOLAS.

At SOLAS, we strongly discourage the use of Artificial Intelligence (AI) and Generative AI (GenAI) during your recruitment journey. What matters to us is hearing your genuine voice. As such, your application should be your original work, your perspective and reflect your capabilities.

However, if you do choose to use AI tools, please use them in line with the guidelines provided below. This guideline is here to support you in sharing your authentic experiences and skills- expressed in a way that technology can't replicate.

Our Values



These guidelines are underpinned by the values of SOLAS. Our SOLAS values are Transparent, Respectful, Innovative, Brave and Effective, making the acronym TRIBE.

These values inform our approach to recruitment and also the expectations we place on all applicants. They should be reflected in not just the application, but how it is prepared.

The use of AI in the Application Form

Acceptable use of AI

- Brainstorm ways to present your skills and achievements
- Refine ideas and articulate your thoughts before starting your application
- Check for grammar, spelling and clarity

Unacceptable use of AI

- Uploading the application form into AI asking it to complete it for you
- Copying and pasting answers generated by AI
- Submitting generic responses with little or no personal relevance
- Allowing AI to replace your own experience and authenticity
- Using AI to fabricate experiences or qualifications
- Submitting content that does not reflect your own understanding or contributions

The use of AI in preparation for the Interview

The use of AI in the interview is not permitted unless as an approved reasonable accommodation.

Acceptable use of AI

- Ask to generate mock question for practice
- Ask for examples of how to demonstrate your competency and reflect your experience
- Ask for suggestions on body language and communication skills to use during interviews
- Research industry trends and connect them with your own experience

Unacceptable use of AI

- Using AI to assist with or generate responses in real time during the interview. The use of any electronic devices to record any part of this interview is strictly forbidden.
- Using AI-generated answers

Support and Questions

Reasonable accommodations are available upon request to support applicants throughout the recruitment process.

If you have any questions about how to appropriately use AI in preparing your application, please contact us at recruitment@solas.ie.

Conclusion

We want to learn more about the unique perspectives and experiences you bring. Let this process be a true reflection of who you are and the value you can offer. We are looking forward to hearing from you!