



Applying Authentically With AI: Our Greater Manchester Approach

This is a Across Greater Manchester's local authorities, we want to hear your genuine experiences, skills and motivations, expressed in your own words.

To keep our recruitment process fair and inclusive, please complete your application personally and follow the instructions carefully. AI can be used to support you - for example, to help structure your answers or as a reasonable adjustment - but your application should still reflect your authentic voice.

Applications that depend too heavily on AI-generated content may not progress to shortlisting.

This guidance outlines acceptable and unacceptable uses of AI, along with suggestions for using it in a way that supports you while keeping your application true to you.

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What is AI and how do we use it across Greater Manchester

AI refers to technology that can create or refine content, such as text, ideas, summaries, or planning. It can help improve productivity, problem-solving, and creativity.

We're open to using innovative digital tools where they can help us work smarter and deliver better services for our residents. However, every use of AI is carefully considered to make sure it is ethical, responsible, and aligned with public-sector values.

When it comes to recruitment, we take a human-centred approach.

This means:

- A trained hiring manager reads every application
- Shortlisting is based on objective criteria required for the job
- Interviews are conducted in person or via teams by the hiring manager for the role
- All hiring decisions are made by hiring managers, not algorithms

AI does not make decisions in our recruitment process and our managers are being upskilled to spot AI in applications, particularly when this might have been used in a way that doesn't feel genuine. If something in an application raises a question or concern, we will test this out with assessments or at the interview stage to confirm authenticity.

Our aim isn't to catch anyone out but to make sure we're getting to know the real you, giving every candidate a fair chance and finding the right person for the role.

Using AI in your Application

When it comes to job applications, what matters most to us is you. We want to see your personality, your experience, and what excites you about joining our team.

We recognise that AI can be a helpful tool to support accessibility during the application process. If you choose to use AI for support, please read the instructions carefully and make sure your application is written in your own words, reflecting your genuine skills, knowledge, experience and enthusiasm.

We're looking forward to hearing your story.

How to use AI effectively and responsibly

Your application is your chance to show us:

- **Who you are**
- **What you can bring**
- **The values you hold**
- **Why you want to make a difference**

AI can help you organise your thoughts or improve clarity but it cannot express your unique voice, experiences, or motivations.

AI is most helpful when used to:

- **Help you structure the information you are providing to evidence the criteria**
- **Give examples of how to use STAR (Situation, Task, Action, Result)**
- **Proof-read to highlight grammar or spelling errors**
- **Provide inspiration if you're finding it difficult to find the right words to explain something**

But remember: your honesty, lived experience, and motivations are irreplaceable.

Do's and Don'ts for using AI

Do:

- Use AI as a supportive tool, not a replacement
- Ask AI to help tidy up your writing or clarify structure
- Use it to brainstorm examples, then rewrite them in your own voice
- Reflect on AI suggestions and adapt them to match your experience
- Use AI to help with research, but express your understanding yourself

Don't:

- Copy and paste AI-generated content directly into your application

- Let AI exaggerate or invent experience you do not have
- Rely on generic statements that don't reflect the specific role requirements
- Remove your individuality, we want to hear your voice

Need Support?

Thank you for taking the time to read this guidance. We encourage you to be yourself, share your experience in your own words, and let your personality shine through your application. If you have any questions about the recruitment process or need support with your application, please contact the Resourcing Team at jobadverts@wigan.gov.uk. We're here to help and look forward to hearing your story.