

How to use AI during the recruitment process

We know that new technologies including AI tools are becoming integral to business, including recruitment and selection. At Hazlewoods, one of our values is that we are 'Reassuringly Human'. This means we embrace new technologies but value honesty and authenticity. To help you navigate the recruitment process, we have produced a list of **AI Do's and Don'ts** to help you use it in the right way.

HOW AI CAN ENHANCE YOUR APPLICATION

- ✓ Researching financial news and trends
- ✓ Checking for spelling and grammar
- ✓ Assist in tailoring your CV/letter for each application
- ✓ Enable you to practise ability assessments in simulated test environment
- ✓ Generating ideas for answers to competency interviews that you can relate to your own experiences.

WHEN TO AVOID USING AI

- ✗ To copy and paste AI responses into your CV/cover letter
- ✗ Using dual screens during the interview or online assessments to find answers
- ✗ Generating AI responses to interview questions. We want to get to know the real you!
- ✗ Sharing private information either about yourself or Hazlewoods, this extends to recording live interviews without consent.



TOP TIPS FOR SUCCESS

Once you have submitted your online application, it will be reviewed by the recruitment team. Rest assured, we don't use AI to filter applications. If your application is successful, you will be contacted by the team. We have outlined our process below.



Online Assessments

Our assessments are designed to measure competencies to enable future success as a Hazlewoods apprentice. We use **verbal, numerical and abstract reasoning** alongside a personality-style assessment. There are practice questions at the start of each section. You don't need to prepare beforehand, just 'be yourself', answer the questions honestly without over-thinking them and find a quiet space without distraction. The assessments should take around 30 mins and you must complete them in one sitting – it is not possible to stop and save your answers.



Assessment Centre

Our in-person assessment days take place in Cheltenham and last for most of the day. Usually with 8-10 candidates, they include: an interview and 10-minute presentation, group exercise and work-based task. There is no preparation needed for the group/work tasks; however, you should prepare for the interview by thinking of examples from all areas of your experience. There will be the chance to ask questions and meet people from different teams. We will try to match you with your team preference where possible.



Video Interview

Unlike other firms, we don't use pre-recorded video - you will speak with a real person! During this interview (which should last around 40 minutes), we ask questions to establish your motivation for applying for an accountancy role and specifically, why Hazlewoods. We also ask questions relating to key competencies e.g., teamwork and communication so please prepare by thinking about some examples. We recommend using the '**STAR**' technique when answering interview questions. '**STAR**' stands for Situation-Task-Action-Result. Using this technique will help you structure your answers.



Final Interview

You may or may not have a final interview depending on the team. This final interview is an opportunity to see the office, meet the team, find out more about the unique tasks of this business area and answer questions. We recommend preparing by looking at our website, having an awareness of industry news and our values. It is always good to have some questions for the interviewers as it demonstrates genuine interest and motivation.