

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

Hazlewoods has partnered with Arctic Shores whose assessments are designed to reduce some of the anxiety that can be associated with more traditional-style tests. The interactive assessments are designed to capture your core strengths and natural workplace behaviours. You will be provided with an easy-to-read report upon completion of the assessments so you can identify your strengths and areas for improvement.



Assessment Centre

Our in-person assessment days take place in Cheltenham and are half-day events. They include: an interview and 10-minute presentation and group activity. The presentation topic will be provided in advance. There is no preparation needed for the group task; 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 30-40 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.



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.