



Internal AI Policy For Recruitment

Approval Paper

Responsible Use of AI in Recruitment

Purpose

To seek approval for the controlled use of artificial intelligence tools to support recruitment and selection activities, while maintaining compliance with Australian law, ethical standards, and professional accountability.

Background

Generative AI tools are increasingly used in recruitment to draft documents, structure information, and improve consistency. Without governance, such use presents risks relating to privacy, bias, decision quality, and defensibility. This paper proposes a controlled framework that enables productivity benefits while preserving human accountability.

Proposed Policy Position

The organisation will permit AI use in recruitment **as a decision-support and drafting tool only**, subject to clear boundaries, controls, and oversight.

AI will **not** be used to automate selection decisions, rank candidates without criteria, or replace professional judgement.

Key Controls

- **Privacy:** No personal candidate or client-confidential data entered into AI tools
- **Governance:** Traffic-light framework defining acceptable use
- **Human oversight:** All AI outputs reviewed by accountable recruiters
- **Fairness:** Criteria defined before candidate assessment
- **Documentation:** Clear records of how AI supported (but did not make) decisions

Benefits

- Improved consistency and quality of recruitment materials
- Reduced administrative burden on recruiters
- Clear audit trail and defensible decision-making
- Increased confidence for hiring managers and candidates

Risks and Mitigation

Risks relating to privacy, bias, and decision quality are mitigated through de-identification, structured criteria, mandatory human review, and documented processes (refer AI Risk Register).





Recommendation

That the Executive approve:

1. Adoption of the **Recruitment AI Code of Practice**
2. Implementation of the **AI Governance Checklist and Risk Register**
3. Controlled use of AI tools in recruitment in line with this framework

Approval

- Approved
- Approved with conditions
- Not approved

Signed: _____

Role: _____

Date: _____

Candidate AI Disclosure Statement

(External-facing)

Use of AI in Our Recruitment Process

We may use artificial intelligence (AI) tools to support certain administrative aspects of our recruitment process, such as drafting job advertisements, structuring interview questions, or summarising candidate information and rating candidates against role or selection criteria.

AI is **not used to make hiring decisions**. All shortlisting, interviewing, and selection decisions are made by people and are based on job-related criteria and evidence.

We do not enter personal candidate information into public AI tools, and we are committed to fair, transparent, and ethical recruitment practices. If you have questions about our recruitment process, you are welcome to raise them with our recruitment team.

