

A candidate's guide to using AI in the Cint hiring process

Guided by our values

Our approach to AI in hiring

AI is revolutionizing the way we work, and hiring is no different. We're embracing this new era and encourage candidates to leverage AI tools throughout their hiring journey with us.

But we know that there are good and bad ways of using AI, which is why we've created this guide for candidates who are applying for a role at Cint. In this document we have shared an overview of how Cint uses AI in hiring, as well as our expectations of candidates...and it's all guided by our 4 company values:



We do what we say

Being your authentic, true self is what matters most. Showcase your own unique skills, experience and ways of thinking.



Innovation is in our blood

We embrace the use of AI, to help both parties work smart and put their best self forward.



Collaboration is our superpower

Hiring is a two-way process - we'll be open and transparent along the way, and expect you to show up with honesty and integrity too.



We are caring

Human connection is at the heart of our hiring experience and we will always prioritise ethical, fair use of AI.

Responsible usage

How Cint's hiring team uses AI

At Cint, we are committed to making our hiring process as fair, efficient, and transparent as possible. We want to offer the best possible experience for candidates, in all stages of the recruitment process, and we use AI to help us do this. We leverage tools like SmartRecruiters, Metaview and Gemini to streamline administrative tasks and improve our ability to connect with the best candidates.

Job Descriptions	For crafting adverts that are clear and accurate
Communications	For clear and consistent messaging throughout the process
Interview Scheduling	For streamlining the process and automating follow up
Interview questions	For building questions relevant to the skills and experience listed in the job description
Note taking	For summarising calls, ensuring all interactions are accurately recorded

Human-first approach

But whilst AI can help us, it doesn't replace the human connection that sits at the heart of our hiring experience. We know that there are valid bias concerns for utilising AI in recruitment and that's why our Talent Acquisition team review all applications, evaluating each person for their unique skills and competencies. And a human being is always the final decision maker on who we interview and hire. Our AI tools enhance the process, and don't replace the expertise and judgement of our hiring teams.

Responsible usage

Candidate use of AI - what to do

We recognize that the use of AI tools has become increasingly common in the recruitment process, as a way for helping people feel confident and prepared. But it's important that we balance these benefits with responsible usage, so here are a few ways in which we think the use of AI can be helpful for you throughout the hiring process:

Job Application	• Refining your CV and cover letter, for example, to check for grammar and spelling or to help you articulate your experiences more clearly • Helping you structure your thinking or crafting a clearer response to qualifying questions
Interview Preparation	• Gathering information and company research • Understanding potential interview questions • Practising responses to mock interview questions • Formatting responses into the STAR structure

Remember

We want to experience the real, authentic you and get to know you better, so please showcase your own unique experiences, skills and ways of thinking, not the AI-generated version.

AI for reasonable adjustments during the hiring process

If your application is successful, your recruiter will ask you if there's any reasonable adjustments we can make to the interview process. If you plan to use AI tools (e.g. to take notes during the call) please let your recruiter know *before the interview* so we can agree the best approach.

Responsible usage

Candidate use of AI – what not to do

There will be times during the hiring process where the use of AI is not acceptable. Here's an overview of what not to do:

Interview <i>(Video or in-person)</i>	We will ask you a variety of questions about your skills and previous experience, and it's important that your responses are an accurate reflection of your own lived experiences and viewpoints: • Don't use AI tools to answer questions live in an interview • Do not replace personal stories and lived experiences with AI-generated ones
Take-home tasks	Depending on the role you are applying for, you may be asked to complete a task or technical assessment. Please read the instructions sent with the assessment to understand whether AI can or can't be used, and to what extent. • Do not use AI tools to complete technical assessments on your behalf. • Do not copy and paste answers from AI tools – the thinking and outputs should be your own.

IMPORTANT

- For video interviews, we ask that your camera is on at all times, unless agreed otherwise.
- You must be transparent with where and how you have used AI.
- Any falsification, misrepresentation or wrongful use of AI may lead to your disqualification from the hiring process.
- If in doubt, speak with your recruiter!