



# Guidance on the Use of AI in WFP Recruitment Processes

## *Our Commitment to Fair and Transparent Recruitment*

At the United Nations World Food Programme, we are committed to ensuring a recruitment process that is fair, inclusive, and respectful of all candidates. Our aim is to get to know the authentic you: your skills, experiences, and aspirations. The guidelines on this page are meant to guide you in the responsible use Artificial Intelligence (AI) tools during any and all WFP recruitment processes, while ensuring that your engagement is ethical and reflects the real you.

## *Integrity and Good Faith*

In line with the WFP Values, we expect every candidate to participate in the recruitment process with **honesty** and **integrity**. Misrepresentation of skills or experiences (whether done independently, with the support of another person or tools such as AI) may lead to disqualification from the process. What matters most is that your application, assessments and interviews reflect your own experience, skills, and aspirations.

### How you may use AI in WFP recruitment processes

AI tools can be helpful when used responsibly. Below are examples of acceptable uses:

- **CVs and applications:** AI can help improve clarity and formatting, but all information must accurately represent your qualifications and experiences.
- **Cover letters:** AI may support grammar checks or structure, but the content should remain personal, reflecting your own motivations and aspirations.
- **Interview preparation:** You may use AI tools to practice interview questions or to research industry and organizational trends, provided there is **no use of AI during a live interview** and your responses in the actual interview are your own.
- **Learning and awareness:** AI may assist you in exploring topics or developments relevant to the role, but we encourage you to verify information from reliable sources.

### Where the use of AI is explicitly forbidden in WFP recruitment processes

There are parts of the recruitment process where the use of AI is not allowed. The failure to comply with the points below may result in disqualification from the process.

- **Real-time responses:** Using AI to generate answers during interviews or assessments is not acceptable.
- **During interviews:** Live conversations are designed to help us get to know you directly, therefore your answers should reflect your integrity and authenticity, based on your own experiences and skills.
- **Assessments:** Unless explicitly stated, assessments should be completed **without** AI support. If AI use is permitted, you will be given clear instructions.

### How We Use AI

As part of the WFP values of Integrity, Humanity, Commitment, Collaboration and Inclusion, we also want you to know how AI may be used on our side. For example:

- **Drafting job descriptions:** AI may assist in preparing text, but final versions are always reviewed by staff to ensure accuracy.
- **Candidate communication:** AI may help draft messages, but every message is tailored by a recruiter.
- **Scheduling and coordination:** AI tools may support logistics, such as interview scheduling, to make the process smoother.
- **Interview and/or assessment preparation:** Interviewers may use AI to help generate relevant questions, but the conversation is led by human judgment.
- **Summaries and notes:** For virtual interviews, certain tools may assist with summaries, but a recruiter remains responsible for reviewing and using the information.

AI supports our processes, but decisions are always made by people. No tool can replace the human connection that is core to our recruitment processes

### Accommodations and Support

We are committed to providing equal opportunities for all candidates. If you require reasonable accommodation during any stage of the recruitment process, please let us know. We will work with you to ensure you can participate fully and ethically.

### What Matters Most

AI may support the process, but it cannot replace the most important element: you. We look forward to learning about your skills, experiences, and aspirations, and to exploring how you can contribute to our mission.