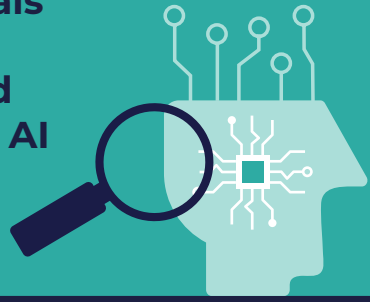


The ultimate cheat sheet for using Generative AI in Talent Acquisition

Generative AI is transforming everything it touches, from Haikus to HR. This cheat sheet gives TA professionals:

- A glossary of key terms
- Key uses cases and risks to consider
- The best resources out there

Why TA professionals need to understand Generative AI



Let's be clear: AI isn't coming for your job... yet. But recruiters who work out how to harness GenAI's capabilities will quickly win a competitive advantage over their peers. This cheat sheet is designed to help you get ahead of the game, instead of falling behind it.

Candidates are already using GenAI... daily



Our survey of 2,000 students and recent graduates revealed 72% of are already using some form of Generative AI each week, and almost a fifth of candidates are already using Generative AI to help them fill in job applications or assessments.

Talent teams need to understand not only how to use Generative AI for their own gain, but also how candidate usage is affecting the application and selection stages.

Glossary



Generative AI

Generative AI is artificial intelligence capable of creating text, images, or other media by learning patterns and structure from training data, then generating new data with similar characteristics.



ChatGPT

ChatGPT is an artificial intelligence (AI) chatbot that uses natural language processing to create humanlike conversational dialogue - developed by OpenAI.



Large Language Models (LLMs)

LLMs are sophisticated AI systems designed to understand, generate, and interact using human language. They are trained on vast datasets to recognise linguistic patterns and can perform tasks like translation, summarisation, and content creation.



Prompting

In this context, prompting is a mode of interaction between a human and a large language model that prompts the model to generate the intended output. This interaction can be in the form of a question, text, code snippets or examples.



Chatbot

A chatbot is a software application programmed to simulate human conversation. It interacts with users through text or auditory methods, employing AI and simulating natural language to provide customer service, retrieve information, and more.



Hallucinations

In AI, hallucinations refer to instances where a model generates incorrect, nonsensical, or unrelated output. These arise from the AI misinterpreting the input or overextending the patterns it learned during training beyond what is contextually appropriate.

How you can use Generative AI right now

For detailed explanations on all of these points, with examples, please click [here](#).

Writing job ads

We all recall writing those first few job adverts: meticulously crafting text to attract the perfect hire, the thrill of going live, and the anticipation of who would respond. But as time goes on, this process becomes less exhilarating and more exhausting.

With ChatGPT, and other GenAI models, you can create one prompt, change a few keywords each time, and deliver usable results in seconds.

Automate your candidate and competitive analysis

Imagine crawling through numerous LinkedIn or GitHub profiles to assess work quality. Sounds daunting. With Gen AI you can scan an individual's work history, compare it to others, and rank candidates.

Existing tools can also be adapted to analyse entire company leadership profiles, revolutionising competitive analysis and recruitment.

Personalised rejection emails

Sadly, 99% of candidates won't be successful. Providing personalised feedback to all is unrealistic due to time constraints. But fear not. Simply create a template prompt, then copy and paste some of the key points of feedback from the hiring manager—and watch as your employer brand and EVP are elevated 10X.

Use image reading to collect job descriptions

The paid version of ChatGPT allows you to upload images, which it then reads. This comes in handy when getting information on job descriptions to plug gaps in your own knowledge.

Simply take a few screenshots of job descriptions for similar roles. Input them to ChatGPT with the relevant prompt. And watch as the data is unpacked, structured, and subsequently analysed for helpful information.

Filling information gaps from inexperienced hiring managers

When a hiring manager is new to the post, it can take an age to get to the bottom of what a 'good' candidate actually looks like.

Ask ChatGPT to assume the persona of an experienced hiring manager for that role.

Then you can interview ChatGPT, creating a strategy session between you and GenAI model.

Use Bard to uncover salary brackets

ChatGPT may be the most popular GenAI model – but it's not the only one. Google's Bard has a similar chat interface and can perform most of the same tasks.

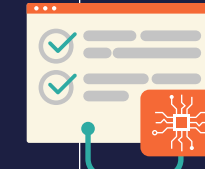
It does, however, use a confidence rating for its answers - red indicating low confidence, while green signals high confidence - which makes it very useful for understanding how accurate the information you're getting might be.

Three risks — where to proceed with caution



Introducing bias

GenAI isn't immune to bias. It can fall victim to skewed training data which can inadvertently reinforce stereotypes, shrinking your talent pools and harming diversity. Meta had to stop using their LLM in 2022 because it gave biased info, and Amazon's AI-recruitment tech was ditched in 2018 for not treating female applicants fairly. Because of issues like this, New York City now requires companies to prove their AI hiring is fair.

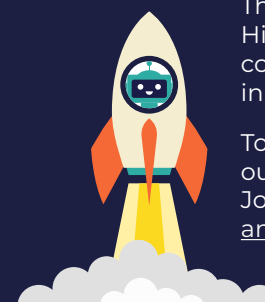


Despite these issues, some companies think you can have ethical AI for hiring, even if you can't see all its decision making. Others prefer not to let AI touch the decision making process — which is how we do things at Arctic Shores.



Rethinking the skills that candidates need

Now that AI tools can quickly handle routine tasks, we need people with different skills, especially for knowledge work. We're talking about qualities like understanding emotions, solving problems, bouncing back from adversity, and learning quickly. These are crucial for working alongside AI. Hiring leaders need to team up with their colleagues to figure out the important skills in a world where AI is everywhere.



To get you started, McKinsey have pointed out 56 basic skills for future success, and Josh Bersin has highlighted being flexible and ready for change as key future skills.



Some screening tools are no longer accurate

It's getting trickier to know what a candidate is really like from CVs, cover letters, and forms since candidates are using GenAI tools like ChatGPT to write them. Even traditional, question-based psychometric tests that used to tell us about a person's cognitive ability or personality aren't safe from AI anymore. Our recent research found that 7 in 10 students would use ChatGPT in the application and selection stages in the next 12 months.



This makes it tough for hiring teams to sort through lots of applicants and truly understand if they're a good fit. Some TA teams are seeing a big gap between the quality of application and performance in an interview.

TA leaders now have three options to address this issue: **deter** people from wanting to use ChatGPT in the first place; **detect** that someone has used a Generative AI tool; or **design** their selection process differently so that they can still capture a true picture of whether a candidate has the skills they need to succeed in 2024 and beyond.

The best GenAI resources for TA teams

Guides and Research

[How students' use of Generative AI will make traditional selection processes redundant](#)

[ChatGPT for Sourcing](#)

[ChatGPT vs Aptitude Tests](#)

[ChatGPT vs SJTs](#)

[ChatGPT vs Personality Assessments](#)

[ChatGPT vs Task-based Assessments](#)

ATS-integrated note-taking AI tools

[BrightHire](#)

[Pillar](#)

[Fireflies](#)

[Screenloop](#)

[Metaview](#)

[Bluedot](#)

[Otter.ai](#)

Podcasts

[TA Disruptors](#)

[Recruiting Brainfood](#)

Prompting

[200 ChatGPT Prompts for Recruiters](#)

[2,000+ Best AI Prompts](#)

[5 ChatGPT Prompts For Effortless Recruitment](#)

[Custom instructions for recruiters using ChatGPT](#)

Custom GPT Libraries

[All GPTs](#)

[Supertools](#)

Plugins and Extensions

[AI-cruiter](#)

[OctoHR](#)

[Do look up](#)

[Phantombuster](#)

[Ask the Code](#)

[Instant Data Scraper](#)

[VoxScript](#)

[Glossary Tech](#)

[Keymate](#)

[Username finder](#)

[Text Blaze](#)

Scheduling AI tools

[Calendar Hero](#)

[Sybill](#)

[Fielder.ai](#)

Messaging and text analysing AI tools

Generate an automatic reply with either of these tools:

[Magical](#)

[Engage AI](#)