Staffing Guide on Artificial Intelligence (AI)

The Government of Saskatchewan supports a variety of tools and systems to assist managers to make good hiring decisions. With the prevalent use of Artificial Intelligence (AI), the integrity of hiring decisions is at risk. Below are tips and considerations to help hiring managers screen and assess in the age of AI.

Prescreening

- **Specific Examples:** Ask "do you have knowledge of/ability to _____", followed by "explain where you learned/applied that knowledge/ability", rather than, "what do you know about _____".

- **Look for inconsistencies:** AI-generated answers can lack coherence or consistency, especially in longer or more complex responses. Look for answers that sound good but don't entirely match the question and answers that feel overly polished, superficial, or like they could apply to almost any situation.

- **Similarities in Answers:** If answers provided by more than one candidate are very similar (i.e. same key points, structure, tone, etc.), there may be reason to believe that their answers were generated by AI.

Interviews/ Assessments

- **Specific Examples:** Ask candidates to provide real-life examples or experiences which demonstrate their qualifications.

- **Follow-up Questions:** If the initial answer seems general, ask follow-up questions that go into specific experience and thought process.
  "Can you explain how you applied this method in a previous project?"
  "What challenges did you face during this task and how did you overcome them?"
  "Tell me about a time you worked under tight deadlines. How did you prioritize your tasks?"

- **Personal Voice:** Ask candidates to talk about motivations, passions or challenges. Non-AI answers will have personality and authenticity.
  "How did you handle a situation where you disagreed with a colleague on the approach?
  "How did you react when your initial solution didn't work as expected?"

Encourage Transparency

- If you suspect AI has been used, ask the candidate if they have used AI tools to help them complete the prescreening questions or other tasks. If they answer yes, evaluate how they balance the use of AI with authenticity. If they answer no, take it as that. Hiring managers can leverage the **reference check process** to confirm any examples provided.

Clear Expectations

- You may wish to note in your interview invitation that you encourage authenticity in the interview process.

  For example: *"For us to fairly assess your qualifications and maintain the integrity of our hiring process, we ask that you do not use AI during the interview and other steps in the recruitment process. If you have questions…"*

For help navigating staffing as it relates to AI, please contact your HR Business Partner.

Saskatchewan