

Using AI in your Xplor application

AI tools are now part of how most people work, including how they apply for jobs. We see it as a normal shift in how candidates prepare, write, and think.

This guide explains how we'd like you to use AI when applying to Xplor, what we use AI for on our end, and the few things that aren't okay for us.

Where we stand on AI

We believe in transparent hiring. That works in both directions.

From you, we want an application that genuinely reflects who you are, what you've done, and why this role interests you. AI can help you get there. It can help you draft, edit, organise your thinking, or prepare for an interview.

From us, we'll be open about where AI sits in our process and where a human is making the call. More on that further down.

AI fluency is something we value. The goal isn't to avoid the tools. It's about using them well and staying accountable for what you submit.

Applying for a role

Most applications at Xplor involve a CV, sometimes a cover letter if you choose to include it, and a short set of screening questions. Here's how AI fits in.

Helpful ways to use AI

- **Drafting and editing your CV.** Tightening bullet points, fixing tone, picking better verbs, getting a clearer structure. Useful, especially if English isn't your first language.
- **Tailoring to the role.** Pasting the job ad into a chat and asking which of your experiences are most relevant is a fair way to focus your application.
- **Preparing for interviews.** Using AI to think out loud, structure a STAR-style answer, or sense-check your reasoning is fine. The response still has to be yours.
- **Translation and language polish.** If you're applying in a second language, using AI to clean up grammar or phrasing is sensible.

Where it stops being useful

If your application is generated end-to-end and you can't speak to what's in it. The fastest way to lose your own application is to submit something you can't back up in conversation.

Assessments

Some of our roles include a practical assessment. This might be a coding challenge, a take-home exercise, or a presentation.

Take-home tasks and technical exercises

- Unless we tell you otherwise, you can use the same tools you'd use on the job, including AI assistants and search.
- If we ask you not to use AI for a specific exercise, we'll say so clearly in the brief.
- Be ready to talk through your work in the next stage. We'll often ask why you made certain choices, what you'd do differently, or how you'd extend it. That conversation is the real assessment for us.

Live technical interviews

- If we're doing live coding or live problem solving with you, AI assistance is off unless the interviewer explicitly invites it.
- If you're unsure in the moment, just ask. We'd much rather you check than guess.

Interviews

Interviews at Xplor are about genuine conversations. They work best when both sides are present and honest. A few practical things to know.

Before the interview

- Use AI to prep. Generating likely questions, rehearsing answers out loud, researching the team or product, thinking through what you want to ask us.
- Practising with an AI as a mock interviewer is genuinely useful, especially if interviews make you nervous.

During the interview

- No live AI assistance. That means no real-time interview copilots, no overlays feeding you answers, no second device running a transcription-and-suggestion tool in the background.
- This applies to phone screens, video interviews, and in-person conversations.
- We want to interview you, not a tool sitting between us.

If something goes wrong

- Tech glitches happen. If you lose connection, freeze, or need a moment, just say so. We're not looking to catch anyone out.

Deepfakes, real-time AI assistants, and synthetic identity

This is the small list of things that aren't acceptable in any Xplor recruitment process.

- **Real-time interview assistance tools.** Stealth overlays, hidden second screens, or any tool feeding you answers during a live interview. We don't accept tools such as Final Round AI, LockedIn AI, and Verve AI. Using these in an Xplor interview will end the process.

- **Deepfake video or voice during interviews.** Avatars, face filters, voice clones, or any tool altering how you appear or sound on a live call.
- **Misrepresenting who you are.** Someone else is sitting in the interview, a different person on camera, or a fabricated experience that doesn't belong to you.
- **Synthetic or fabricated credentials.** AI-generated reference letters, fake employers, invented certifications, or doctored employment history.

If we identify any of the above, the application will end, and we'll keep a record of it

What we use AI for at Xplor

Since we're asking you to be open with us, here's how AI shows up on our side of the process.

Where	What we use it for
Our Recruitment Platforms (ATS)	Built-in AI features may help our recruiters search, summarise, and organise applications. These tools assist our recruitment team but do not independently determine hiring outcomes. All applications are subject to human review, and final decisions rest with our recruiters and hiring managers.
Sourcing	AI-assisted search to identify candidates who might be a fit for open roles. A recruiter reviews and decides who to contact.
Screening questions	We may use AI to help group or summarise patterns in answers. A recruiter reads your responses before making a decision.
Interview scheduling and admin	Automation and AI for the routine logistics around your application. We may use AI notetakers during interviews to stay focused on the conversation with you. We will ask for consent.
Assessments	Some of our external assessment platforms may have enabled AI capabilities. We'll tell you when this applies and what the assessment measures.

What we don't do:

- We don't make hiring decisions with AI. A human recruiter and hiring manager decide who progresses and who's offered a role.
- We don't use AI to analyse your face, voice, or emotions during interviews.
- We don't use AI to filter candidates out of the process automatically based on protected characteristics.
- AI does not auto-reject any application

Quick summary

Fine to do	Not okay
Use AI to draft, edit, and improve your CV, cover note, and screening answers	Real-time AI assistants or hidden overlays during live interviews
Use AI to translate or polish your application, especially if English isn't your first language	Deepfake video, voice clones, or face-altering tools on interview calls
Use AI to prep for interviews and run mock practice sessions	Someone else sitting the interview or appearing on camera as you
Use AI on take-home tasks unless we ask you not to	Fabricated CVs, references, or credentials
Ask us how AI is used in your process	AI-generated answers you can't speak to in conversation

One last thing

We're hiring people, not applications. Use AI to help you put your best version forward, then come and have a real conversation with us. That's what we're looking for.

If you have questions about anything in this guide, your recruiter is the best person to ask.

Your Xplor Talent Team