



Using Artificial Intelligence (AI) in Recruitment

The Royal Australian Mint (the Mint) recognises that candidates may use Artificial Intelligence (AI) tools during the recruitment process. AI can be a useful tool when used appropriately and responsibly.

We are committed to maintaining a fair, transparent and merit-based recruitment process that focuses on each candidate's genuine skills, experience and potential.

How the Mint uses AI?

The Mint may use AI tools to support recruitment activities, including:

- Drafting job advertisements
- Preparing candidate information packs and recruitment materials
- Improving the clarity and accessibility of communications.

How the Mint does not use AI?

The Mint does not use AI to:

- Review or screen applications or resumes
- Assess candidates' suitability
- Make shortlisting or selection decisions.

All recruitment decisions are made by a human Selection Advisory Committee (SAC) panel.

Using AI in your application?

You may choose to use AI tools to support your application. Examples of acceptable use include:

- Checking spelling or grammar
- Improving structure or readability
- Brainstorming ideas
- Preparing for interviews or assessments.

Your application and responses must still reflect your own skills, experience and knowledge.

You should not use AI to:

- Provide false or misleading information

- Exaggerate your skills or experience
- Complete assessments where independent work is required
- Generate responses you cannot personally explain or support
- Use AI during interviews or assessments unless explicitly permitted.

The Mint may take appropriate action where the inappropriate use of AI is identified.

Risks of using AI

AI tools can be helpful, but they also carry risks.

- Contain inaccurate or misleading information
- Sound generic or impersonal
- Misrepresent your skills or experience
- Reduce your ability to clearly explain your own ideas
- Create privacy or security risks.

You are responsible for ensuring that all information you provide is accurate and truthful.

Protect your personal information

Do not enter personal, sensitive, classified or confidential information into public AI tools.

You should assume that information entered into AI platforms may not be private or secure.

We want to know the real you

We value authenticity and want to understand your genuine skills, experience and potentials.

Your application, interview responses and assessment outcomes should reflect your own experiences, ideas and capabilities.

Reminder for Mint staff

All APS staff must ensure that only publicly available information is entered into AI tools and that no classified, confidential, personal or sensitive information is shared.

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