Human Resources Division

WORLD TRADE ORGANIZATION

Recruitment Assessment Integrity and AI Use Guidelines

Purpose: These guidelines provide information on the use of artificial intelligence and other external resources during recruitment processes at the WTO.

1. Scope

These guidelines apply to all candidates and to all persons involved in the recruitment and selection process, including candidates, recruiters, recruitment coordinators, panel members/interviewers, and any other authorized stakeholders involved in administering, supporting, or reviewing the process.

They apply to all stages of the recruitment and selection process, including application, review, assessments, interviews, verification and reference checks, and offer stage.

2. Core Principles

Fairness & Consistency

Candidates for the same process should be evaluated against the same expectations and identical assessment criteria.

Transparency

Assessment rules, conditions and expectations, including any guidance on the use of AI tools are clearly communicated to candidates in advance and applied openly.

Integrity

All application materials, responses, and professional information must truthfully reflect the candidate's own experience and work.

3. General Rule on Candidate Use of AI

✓ AI is permitted for

- ✓ Preparing your CV and cover letter
- ✓ Researching the organization or role
- ✓ Practising interview questions
- ✓ Improving general understanding of a topic

✗ AI must NOT be used to

- ✗ Misrepresent knowledge, skills, or experience
- ✗ Fabricate or exaggerate qualifications, credentials, or employment history
- ✗ Complete assessments or interview tasks on your behalf where independent work is required



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4. Truthfulness of Candidate Information

All information provided by candidates must be accurate and truthful. This includes CVs, application forms, including qualifications, work history, achievements, as well as work samples and references.

Important: Fabricated references, invented experience, false credentials, or misleading qualifications and achievements are prohibited and will lead to disqualification or withdrawal of any employment offer.

5. Rules for Assessments and Interviews

The recruitment process may include several assessment stages, which can be conducted remotely. Candidates are responsible for ensuring that they have the technical set-up required to complete the assessment, including a stable internet connection, a laptop or computer with camera, and an appropriate workstation. Assessment stages may include written assessments, asynchronous video interviews, and/or panel interviews.

5.1 Written Assessments

Written assessments are designed to assess the candidate's drafting skills, analytical ability, technical knowledge and other competencies relevant to the role. They are generally conducted in a closed-book environment and are administered via a proctored remote exam platform. The platform may capture a baseline image and monitor webcam video and on-screen activity throughout the session. Testing conditions are communicated in advance to the candidate. Any observed violation will lead to disqualification from the recruitment process.

5.2 Asynchronous Video Interviews

Asynchronous video interviews are conducted through a remote interview platform that records the candidate's responses to pre-set questions. This assessment is designed to allow the candidate to present themselves by video, introducing themselves, and explaining their motivation and specific experiences, skills and knowledge related to the vacancy. Candidates can test and familiarise themselves with the platform and format prior to the recording. The platform may capture a baseline image, limit reading time before recording begins, and monitor webcam video and on-screen activity. Testing conditions are communicated in advance to the candidate. Any observed violation will lead to disqualification from the recruitment process.

5.3 Panel Interviews

Panel interviews are normally conducted remotely via Teams and usually last approximately 60 minutes. They are designed to assess the candidate's suitability for the role against the relevant job requirements. During the interview, panel members will ask questions to assess the candidate's experience, knowledge, judgment, and suitability for the position. Interview conditions are communicated in advance to the candidate. Any observed violation will lead to disqualification from the recruitment process.

5.4 General Rules Applicable to All Assessments and Interviews

Unless explicitly stated otherwise in the instructions provided in advance, all assessments and interviews must be completed independently and without external support. Candidates must rely solely on their own knowledge, judgment, and experience, and must participate personally at each stage.

The following are prohibited during assessments:

- ✗ Use of AI tools or real-time digital assistance, including ChatGPT, Copilot, Grammarly, or similar applications
- ✗ Internet browsing or navigating away from the assessment platform
- ✗ Use of multiple screens, monitors, or devices
- ✗ Support, prompting, or coaching from another person
- ✗ Consulting notes, textbooks, or reference materials
- ✗ Use of additional devices

Pen and paper may be used for note-taking or problem-solving. Candidates shall show that the paper is blank when starting the assessment.

In some cases, candidates may be provided in advance with specific documents or materials that are permitted during the assessment or interview. Where this applies, the instructions will clearly specify what may be used. No other materials or external resources are permitted.

5.5 Assessments Designed to Allow AI

If an assessment is intentionally designed to reflect a work environment in which AI tools are used, the instructions will clearly state that AI use is allowed, the kind of usage allowed, whether disclosure is required, and how the output will be evaluated.

Default: Unless explicit permission is granted, the default assumption is that AI assistance is not allowed during formal assessments and interviews.

6. Verification and Reference Checks

The organization may use assessment tests, proctoring tools, structured interviews, and reference checks to verify the authenticity and accuracy of candidate information and performance.

Reference checks and other final-stage verification may be used to confirm employment history, role scope, qualifications, references, and consistency between stated and verified experience.

7. Breaches and Consequences

Reminder: Failure to comply with these guidelines may result in disqualification from the recruitment process, or withdrawal of any employment offer.