


# AI and Career: Ethical Strategies & Real Limits


Presented by Adam Boothe & Kat Collins



1

# Agenda

- ChatGPT Guidelines
- Career Exploration
- Breaking Down a Job Description
- Generating Application Materials
- Interview Prep
- Jobscan



2



## Academic Success Goals *(revised)*

### 1.2b – teaching

Encourage and assess student participation in high-impact practices that enhance curricular priorities, support integrative learning, and **encourage career exploration and skill-building**

### 1.6a – career



Develop a comprehensive career advising system that empowers **academic and career advisors and advisees to access and utilize supports**

3

## General Guidance on AI



- Not a substitute – need foundational **knowledge** and **skills** to navigate the workforce landscape through coaching
- Tool to help get **started** or **get unstuck** - not to produce a final product or be considered a primary source
- Coaching - self-awareness, learn the “how to” skills, setting goals that steward ethical use if AI (knowing when it can be helpful)
- Maintain their voice & integrity of stories
- **Familiarity of AI can give graduates an edge in the job market**

4

## ChatGPT Limitations

- Data is limited to 2021
- Cannot access the Internet
- Lacks creativity
- Inherent bias
- May generate inaccurate information / make up sources
- Does not have the ability to critically think or analyze information

5

## AI in Career Development

**Generate**

**Extract**

**Refine**






6

### CHAT GPT TIPS

**The prompt matters – a lot.**

- It's not a single question; it's a conversation.
- You're teaching the AI.
- Ask for options / lists
- Ask for analysis
- Use role play.
- **Good for ideas, not accuracy**




7

### CAREER EXPLORATION

*A student comes to you and would like to explore careers.*

**Before using AI, consider asking:**


- What drew you to this major?
- What interests & skills do you have that align with this major?
- What do you like about your classes?
- **What other questions might you ask?**



8

### Potential Questions

1. What careers are possible with [major]? ...[skill]?
2. Choose one. What skills and experience is typically required for a [position]?
3. What are some employers for [job]?
4. Are there non-profit options for employers?
5. What is the typical salary of [job]?
6. What is the job outlook for [job]?
7. What are 5 things I can do now as a graduating senior to prepare to enter this field?




9

### RESUME FROM SCRATCH

*A student comes in and does not know how to create a resume.*

**Before using AI, have a conversation:**

- You might start by asking questions about experience, skills, etc.
- Or better yet, have the student start brainstorming some things they've done and jot them down.
- Use the students' ideas to help them get started




11

### Ask your partner some questions you might ask a student – and take notes

What are your skills? Add your own....

What experience do you have?

Have you won any awards?



12

Hi ChatGPT, my name is [Name] and I need your help creating a resume for a software engineer position. I recently graduated from ABC University with a degree in Computer Science and completed an internship with XYZ Corp. During my internship, I worked on a web application that helped automate the company's sales processes, resulting in a 30% increase in sales efficiency. I developed the front end of the application using React, and the back end using Node.js, and collaborated with other interns and engineers in an Agile environment. Additionally, I have experience working on personal projects such as a weather app using Java and an e-commerce website using Python and Django. In addition to my project experience, I have participated in several hackathons, including the HackMIT and HackNY hackathons, where I developed solutions to real-world problems, such as a chatbot to assist with mental health and a parking management system. At HackMIT, my team won 3rd place and at HackNY, we won the Best User Experience award. I've also participated in coding contests such as the ACM International Collegiate Programming Contest (ICPC), where my team ranked in the top 10% of participants. I'm proficient in Java, Python, and C++, and I'm familiar with software development methodologies such as Agile and Scrum. Please focus on highlighting my technical skills, education, and internship experience.

13

## Breaking Down a Job Description

### Give ChatGPT a job & and ask questions

- What are the most important requirements?
- Is this entry-level or mid-level?
- Could you elaborate on what job responsibilities might be?
- Based on the description, what do you think a typical day would be like?



15

## REFINE A RESUME

### Completed internship/research/job

- Highlight specific skills
- Elaborate / refine on bullet points

### Tailor a resume to a position (based on JD)

- Ask what skills should be highlighted
- **Role play** - "ChatGPT, you're an experienced hiring manager for XYZ field. Please tell me two strengths and two areas of improvement for my resume."



16

## COVER LETTERS FROM SCRATCH

*A student comes in and does not know how to write a cover letter.*

### You might start by asking:

- Why are they interested in the position or organization?
- What skills or relevant experiences do they possess that are relevant to the job?
- Is there anything unique about your background or experiences they want highlight as it relates to the position?
- Can they provide examples of how they have demonstrated your skills or achieved results in previous experiences?



18

## REFINING A COVER LETTER

Some possible use cases:

- **Check for grammar and style**
  - Identify areas where improvements can be made
  - Suggest edits for clarity, impact, and tone
- **Tailor a resume to a position**
  - Suggest ways to align the cover letter to the job description
  - Incorporating key words, skills, and experiences



19

## INTERVIEW PREPARATION P.8

Some possible use cases:

- **Generate potential interview questions**
  - Based on job description
  - Common questions
  - Specific to the field
- **Craft responses to questions (+ critique/rewrite)**
- **Develop interview questions for employer**



20

## Jobscan

- AI powered, so its not perfect
- Best for large companies that might use an ATS (applicant tracking system)
- Best for people applying to a lot of places w/o any luck
- Designed to get you an interview



21

<https://app.jobscan.co/auth/sso/uvm.edu/login>



22

### Summary

ChatGPT is

- A way to get started
- A very resourceful assistant
- A conversation
- Best for generating, extracting and refining
- Not a finished product



23

### Summary

ChatGPT can do a lot, but it still can't...

- Inspire
- Empathize
- Connect dots
- Localize
- and so much more....



24