INCLUSIVE

Career Advancement

PROGRAM

Artificial Intelligence (AI) for Inclusive Career Success: How to use AI in Employment

OREGON DEPARTMENT OF Human Services
Vocational Rehabilitation

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Learning Objectives

Participants will:

- understand how to utilize AI to support job searching and applying for jobs;
- explore free AI tools that can help with resumes, cover letters, interview prep, and online profiles; and
- recognize red flags, inaccurate or fake information, and privacy risks when using AI and practice strategies to keep personal information safe.

Inquiry 1

When you think of AI, what comes to mind?

How have you used AI in your life?



Everyday Examples of AI

- Shazam
- Google
- Airline, hotel, car booking
- Online chat bots
- GPS and other navigation, traffic prediction
- Alexa, Google nest, smart doorbells, robot vacuums, etc.
- Autocorrect and predictive text, spell check, Grammarly
- Social media feeds
- Netflix, Spotify, and Amazon recommendations
- Email spam filters
- Virtual try-ons (clothes, eyeglasses, makeup)
- Fraud detection
- Self-driving cars
- Ride sharing apps (i.e., Uber and Lyft)
- Otter.ai and other virtual meeting tools

Employment Examples of AI

- Indeed
- Applicant tracking systems (ATS)
- Automated resume trackers
- Online applications
- Job posting development
- Interview question development and transcription
- Resume and cover letter reviews (grammar, spelling, key words)
- Hiring process inefficiency identification



Demand for AI Skills

In 2024, about 628,000 job listings included requirements of at least **one AI skill**.

High AI Growth, High AI Demand Sectors: Computer and Mathematical

(Galeano et al., 2025)



AI in the Recruitment Process

Stage/Process	AI Use
Resume/Applicant Collection	• ATS utilize AI to parse resumes and screen candidates. • AI identifies keywords and filters applications based on criteria.
Candidate Assessment	• AI algorithms analyze candidate data from multiple sources. • Assessments include social media profiles and professional networks.
Engagement	• AI-driven chatbots engage with applicants. • They provide initial screening and answer FAQs, expediting the process.
Interview	• Video interview platforms use AI for facial recognition to assess candidate reactions and behaviors.
Skill Assessment	• AI-powered platforms evaluate candidate skills through online assessments and coding challenges. • Machine learning algorithms analyze responses to provide insights into candidate proficiency and potential.

Advancements of AI in Employment

Transforms hiring practices

Streamlines hiring process with online systems, video interviews; analyzing data for qualified candidates

Enhances accessibility

Converts text to speech/text, assists in navigation of surroundings; real time transcription; voice recognition

Personalized assistance

Improves assistive technology (AT), enhancing personal mobility by identifying accessible routes

Employment opportunities

Use of robots and other AT to complete specific tasks, remote work; matches job requirements to skills/preferences and accommodations

(Abid et al., 2024)

Other Advancements with AI

- AI powered scheduling tools and reminders help manage tasks and routines.
- AI can provide real-time feedback and support, enhancing job performance and satisfaction.
- AI powered summarization of meeting notes.
- AI supported development of proposals, presentations, talking points, video scripts, video development and voice overs, cartoons and pictures, social media posts, etc.
- AI data organization, program evaluation, annual report development, and action plan creation.

Challenges of AI in Employment

Potential for Discrimination

Biases in systems may be inadvertently discriminatory (e.g., facial or voice recognition due to race, gender, accent, disability).

Deepening Inequalities

AI could continue to enhance the employment gap if accessibility and inclusivity are not prioritized in its development and deployment.

Drawbacks of Using AI in a Job Search

- Lacks originality
- Can use too much jargon
- May misrepresent job seeker skills or experiences
- May misunderstand key skills for the job
- May rely too much on keywords
- Ethical concerns
- Privacy loss
- May hinder potential skills development

Helpful Strategies and Prompts

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Strategies for Using AI for Interviewing

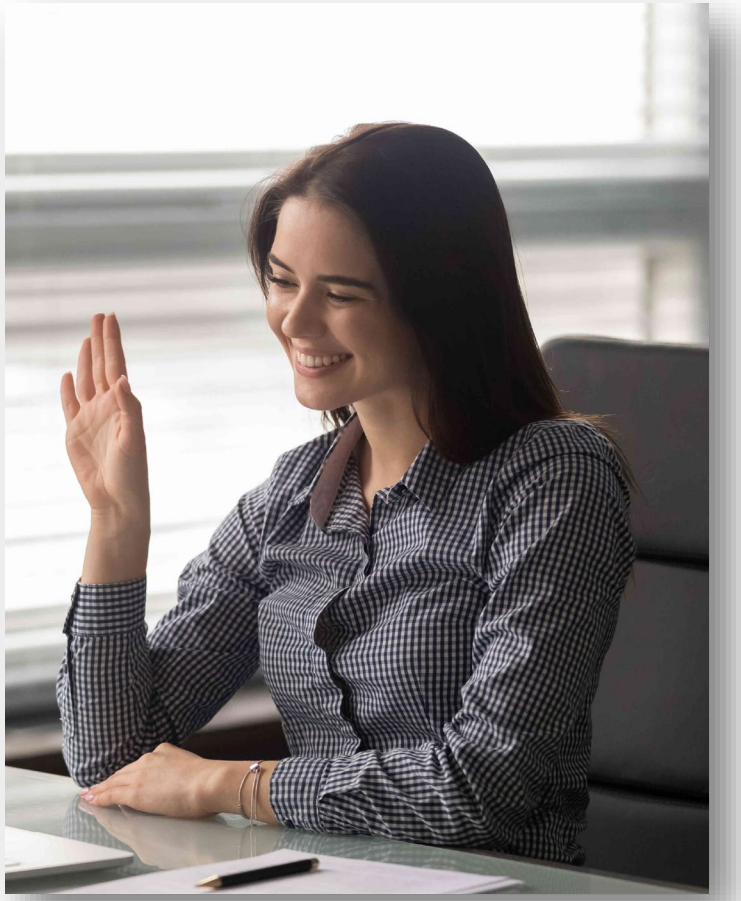
1

Use AI-based virtual assistants to:

- simulate interviews;
- provide feedback on answers, tone, and body language; and
- help job seekers improve their performance.

2

Use tools to analyze recorded interview response (e.g., Claude.ai, Interviews, Yoodli, or Mockmate).



Prompts

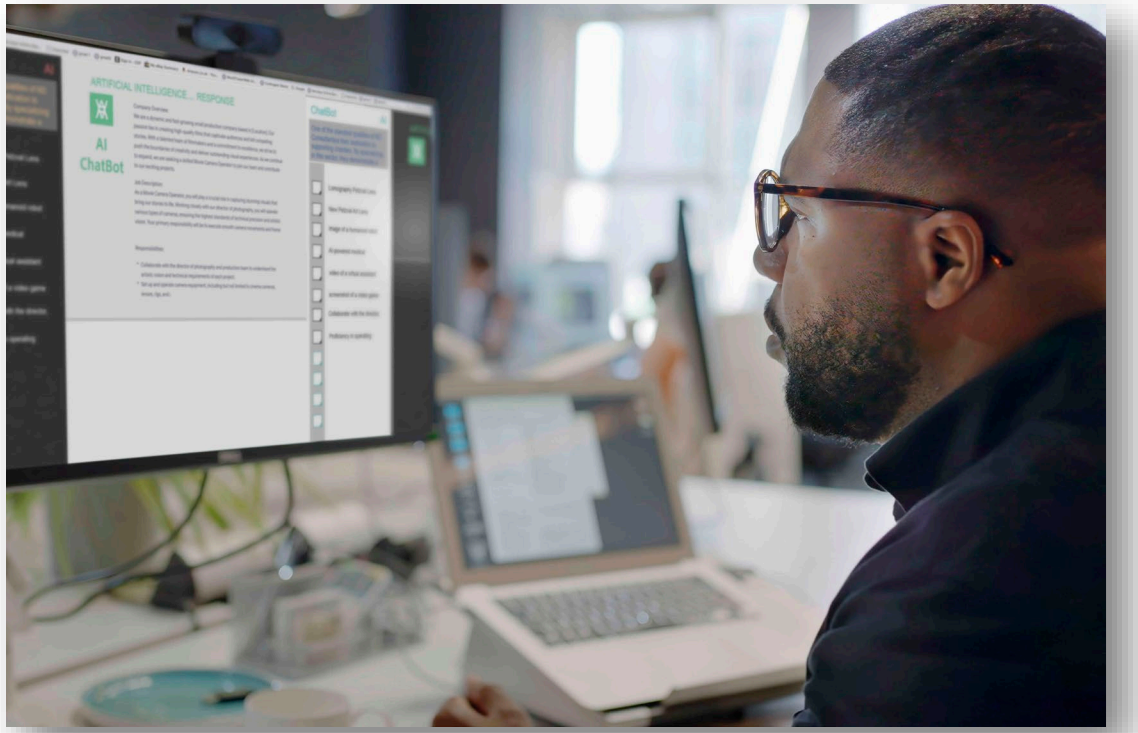
- “What are the key skills mentioned in the job posting?”
- “How can my experience be aligned with the required skills for the job posting?”
- “Provide strong action words in my resume to enhance impact of my responsibilities.”
- “Tailor my cover letter to address the technologies mentioned in the job description for a nurse anesthetist.”
- “Reduce this paragraph to 3000 characters while maintaining the core message.”



Opportunities Resulting from AI

Employees will be needed who can:

- think critically and problem-solve to interpret AI outputs, where AI falls short, and develop solutions;
- work with teammates and explain things in plain language;
- be ethical, have integrity, and identify and address biases in AI algorithms; and
- negotiate, inspire teams, be creative, and have empathy.



Resource: [Gies Professional Pathway]

“AI is not meant to replace humans entirely, but rather to augment their capabilities and free them up for more strategic and creative tasks.”

Sundar Pichai, Google CEO

Other Ways to Use AI

- Ask AI to explain jobs related to your skills, credentials, and career pathway.
- AI can help you role-play for interviews and develop questions to ask for informational interviews.
- Use AI to create resumes and cover letters or to tease out keywords from job descriptions.
- AI can help create info for LinkedIn profiles (e.g., headlines, summaries, skills, keywords).
- AI can help write (or rewrite) polite and professional emails for follow-up or networking.
- You can use AI to track job applications and deadlines as well as create checklists or steps/plans.
- AI can analyze a job description for key requirements and skills.

Be Careful!

- Do NOT share on any platform or through any messaging (e.g., Teams) your:
  - Social Security number, bank information, home address, medical details or diagnoses, or personal documents—like a copy of your driver's license.
- Paste the job description into AI and ask, "Does this look legitimate?" or ask it to find red flags in the posting. You can even ask it to find the listing on the company's website or ask AI to compare the job posting to the company's website.
- Call the company directly if you feel it is a scam.



AI Jobs in Oregon



AI Scientist (Cambia Health Solutions)

AI Project Manager (Virtual Vocations)

Voice AI Product Lead (Transcarent)

AI and Cybersecurity Intern (Leidos)

Cloud AI Application Administrator (Openkyber)

Intern, AI (1-800-Flowers.com in Medford)

Oregon Resources



Oregon Grow with Google

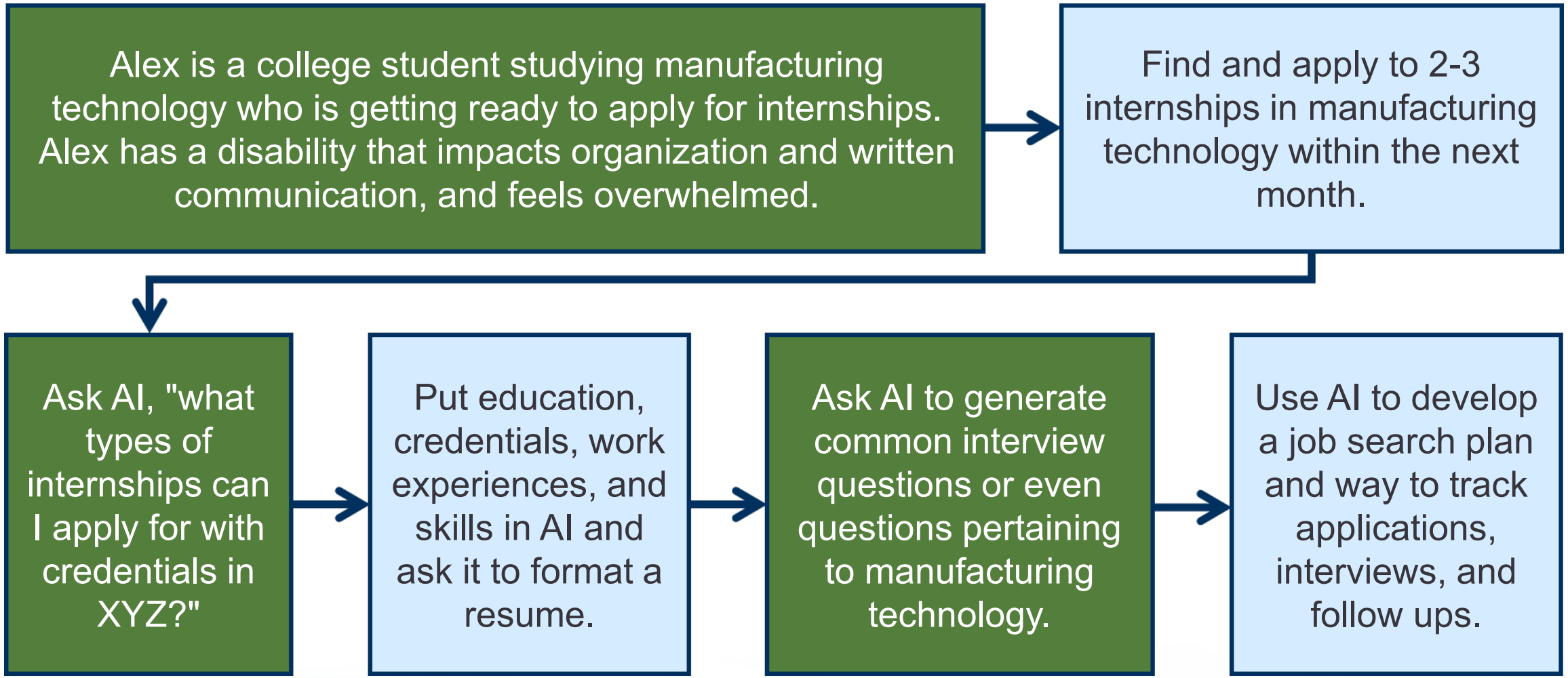
AI Tools Streamlining Customer Service

University of Oregon Using AI for Career Development and Job Search

Oregon Career Connected Learning

AI Tools for Career Development Oregon State University

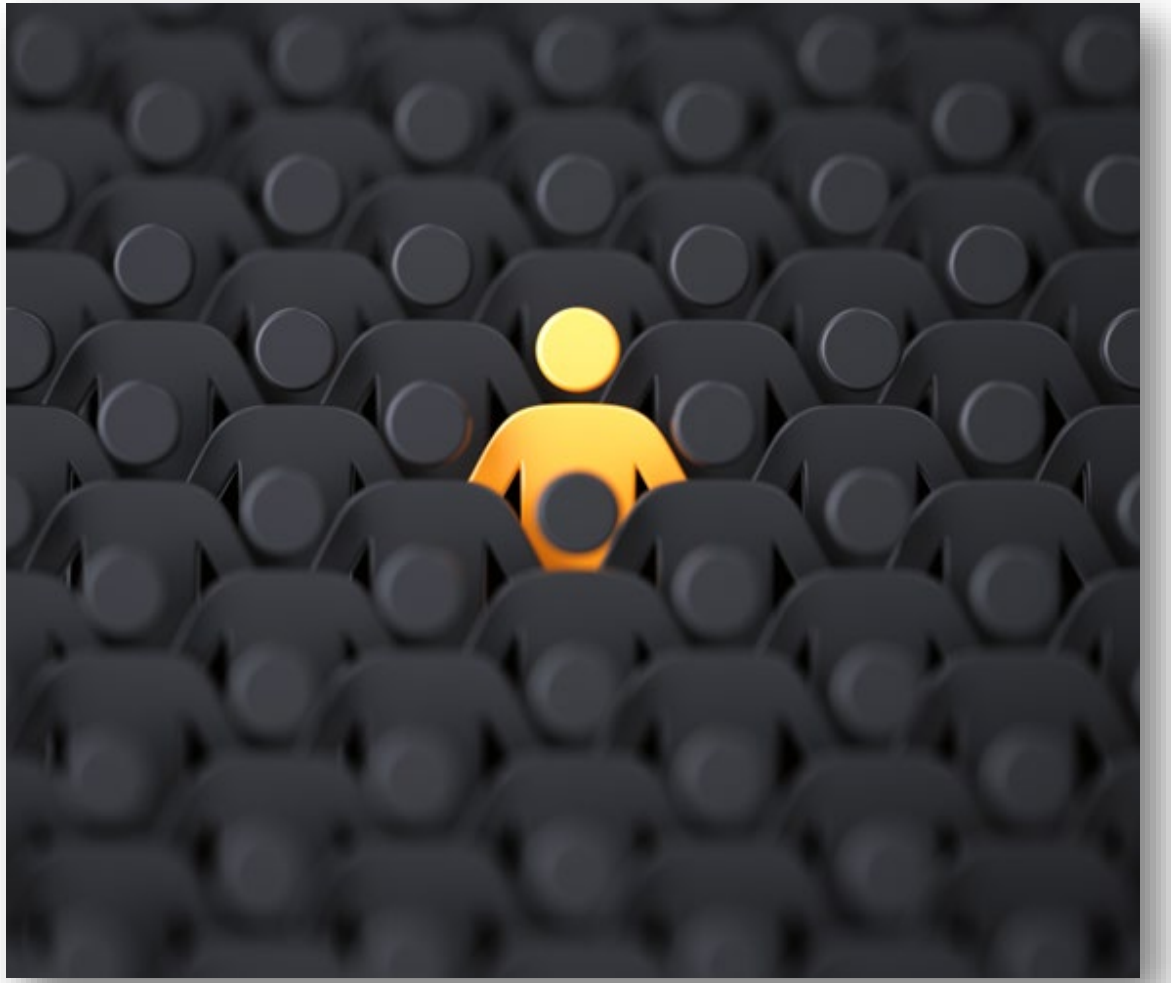
Case Scenario—Alex



Remember...

Always ask yourself:

- How can I make sure my application materials still reflect ***my*** voice?
- What parts of the process should I do ***independently*** vs. with AI support?
- What other supports (career center, mentors, disability services) could help ***alongside*** AI?



ICAP Contacts

If you have questions or would like additional information, contact:

ICAP direct email: ICAP@odhs.oregon.gov

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vr.info@odhsoha.oregon.gov

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