Policy on the Use of Artificial Intelligence (AI) Tools By Candidates and Applicants During the Interview/Application Process

Effective Date: September 4, 2025

1. Purpose

This policy outlines the acceptable and unacceptable use of artificial intelligence (AI) tools by applicants and candidates for employment during the Altman Solon recruitment and selection process. Our goal is to ensure fairness, transparency, and integrity in evaluating candidates' qualifications and capabilities.

2. Acceptable Use of AI Tools

Applicants may use AI tools in the following ways, provided that their use does not misrepresent the applicant's own work, skills, or experiences:

- **Grammar and Spell Checking:** Use of AI tools (e.g., Grammarly) to correct grammar, spelling, or formatting in resumes, cover letters, or other written materials.

- **Job Search Assistance:** Use of AI platforms to identify job opportunities or prepare for interviews in a general sense.

- **Research and Preparation:** Use of AI to gather publicly available information about our company, industry, or role to prepare for interviews.

3. Prohibited Use of AI Tools

Applicants must not use AI tools in any way that compromises the authenticity of their application or misrepresents their qualifications. Prohibited uses include but are not limited to the below bullets. Note: any exceptions to these prohibited uses must be pre-authorized by Altman Solon (e.g., if you require the use of a specific AI tool in connection with an accommodation for a disability).

- **Automated Content Generation:** Submitting resumes, cover letters, or written responses that are primarily or entirely generated by AI without meaningful human input or customization.

- **Interview Assistance:** Using AI tools in any capacity to generate real-time responses during interviews, including virtual or asynchronous interviews.

- **Misrepresentation of Skills or Experience:** Using AI to fabricate or exaggerate qualifications, experiences, or achievements.

- **Third-Party AI Services:** Engaging third-party AI services to complete assessments, assignments, other evaluative components on the applicant's behalf, or submit applications in bulk.

- **Note taking/transcription:** Using AI tools to take notes or transcribe an interview or case study.

4. Consequences of Policy Violation

Any violation of this policy may result in disqualification from the application process or revocation of an offer of employment. If a violation is discovered after employment has commenced, it may result in disciplinary action, up to and including termination of employment.

5. Questions and Clarifications

Applicants with questions about this policy or its application are encouraged to contact Heather Kristan, Director Talent Acquisition (heather.kristan@altmansolon.com).