

# Responsible AI Guidelines for Candidates



Transparent, human-led decisions,  
fair and consistent, AI-forward,  
integrity-first

At HERE Technologies, candidates may choose to use AI tools during their job search. We would like to explain how AI can be used responsibly throughout the application and interview process, and why adhering to these guidelines is important.

These guidelines outline appropriate use of AI when preparing applications, participating in interviews, and engaging in assessments. They also explain how HERE Technologies may incorporate AI within its hiring processes to promote efficiency, consistency, and fairness.

By following these guidelines, candidates contribute to a hiring experience built on trust, authenticity, and mutual respect.

**What we value:** HERE is an AI-powered location technology company.

We welcome AI-curious candidates who apply modern tools with innovative thinking, critical thinking, sound judgment, and the ability to explain their work clearly.

## Key expectations

AI can support preparation and clarity - but your application and interview performance should reflect your skills, experience, and voice.

### Candidates can:

- ✓ Use AI to improve quality and preparation without misrepresenting experience.
- ✓ Keep content specific, accurate, and personally authored, even if AI-assisted.
- ✓ Be prepared to explain decisions, solutions, and trade-offs in your own words.

### HERE will:

- ✓ Use AI to support consistency and reduce administrative effort where appropriate.
- ✓ Maintain human accountability throughout review, interviews, and decisions.
- ✓ Keep hiring decisions human-led.

# Candidate guidelines for responsible AI use

Clear expectations for applications, interviews, and assessments

## Applications: Resumes and cover letters

### ✓ Appropriate use

- Improve grammar and clarity.
- Refine wording of your own experience.
- Organize information clearly.
- Identify job-related keywords.

### ✗ Not appropriate

- Invent skills or experience.
- Copy or paste AI text without editing.
- Submit generic or impersonal content.

## Interviews (phone or video)

### ✓ Appropriate use

- Practice common interview questions.
- Research the company and role.
- Prepare discussion points.

### ✗ Not appropriate

- Read AI-generated answers during interviews.
- Use AI tools live or in real time.

## Technical or coding assessments

### ✓ Appropriate use

- Use AI when permitted for the role.
- Be transparent about AI usage.
- Being confident and aware of your solution.

### ✗ Not appropriate

- Submit work you cannot explain.
- Rely on AI without understanding the logic.

**Note:** If assessment instructions differ from the guidance above, the assessment instructions take priority.

# How AI supports our hiring process

Human-led throughout. AI supports our teams where relevant, our people remain accountable for every decision.

## Job descriptions

### Clarity and inclusivity

We may use AI-enabled tools to draft and refine job descriptions to improve clarity, consistency, and inclusive language.

## Application triage support

### Skill highlighting

Recruiters review applications. AI may assist by surfacing relevant skills and experience, but shortlisting decisions are made by a human recruiter.

## Interview operations

### Structure and preparation

For now, we do not use AI tools to conduct or evaluate technical interviews. AI may support interview preparation and operations while assessment remains fully human-led.

## Interview summaries

### Less admin time

We use an AI Notetaker to generate interview summaries to reduce manual note-taking and help interviewers focus on the conversation.

## Final decision

### People decide

AI may support the steps above, but hiring decisions—including offers—are always made by our people.

**Human accountability:** AI may help organize information and reduce administrative effort, but it does not make hiring decisions.

## Our commitment

Human-centered, fair, and transparent

HERE is committed to a human-centered, fair, and transparent hiring process. AI can enhance efficiency and consistency when applied responsibly; however, it will always serve as a co-pilot in support of our teams. We apply appropriate controls to support transparency, integrity, equal opportunity, and compliance with applicable legal and ethical standards. In return, we ask candidates to represent themselves authentically throughout the process.

If you have questions about appropriate AI use during your application, you can ask your recruiter at any time.