



## How to collaborate with AI during our recruitment process:

At nexos.ai, we use AI every day, so we're looking for candidates who excel at collaborating with AI too. That said, our goal throughout the application and interview process is to get to know **you**, not AI. We value your unique perspective, and we want to get an accurate understanding of your skills, previous experiences, and career goals. Here's a guide on when and how to use AI tools when applying to and interviewing with us.

---

### 1. When applying (resume, cover letter, application questions)

Please create your first draft yourself, then you can use AI to refine it if needed. We want to see your real experience, but AI can polish how you communicate about your work.

Example prompt:

*"Please review my resume and the job description. Identify the experiences I should highlight in my cover letter that align most with the job requirements."*

---

### 2. During take-home assessments

We care about your original ideas and thinking, not AI-generated work. Any take-home assignment you share with us should represent your own thought process, unique creativity, and perspective. Feel free to explore, research, and use the tools that work for you, but don't use AI

to complete the assignment. We check each task for AI usage and reject the ones that show a high percentage.

Note that, in rare exceptions, we allow AI for specific tasks. In these cases, we will explicitly state that in the instructions.

---

### 3. Preparing for interviews

You may use AI to research, practice your answers, and prepare thoughtful questions for us.

Example prompt:

*"Create a study guide for interviewing for this job. Outline key topics I should review and typical technical or behavioral questions I might encounter."*

---

### 4. During live interviews

This is all you – no AI assistance. We're interested to see how you think through problems in real time. If you require any accommodations for your interviews, please let your recruiter know early in the process.

---

### Why these guidelines?

We see AI as a powerful tool and partner, and we want to encourage its thoughtful use while prioritizing authenticity and fairness.

What we expect from you:

1. **Use AI thoughtfully.** Feel free to use AI to strengthen your application and prepare for interviews. Think of it as a helpful tool to tell your unique story.

2. **Be yourself.** Use AI to refine your ideas, not replace them. We want to see your real experience and hear how *you* think, not AI-generated responses.
3. **Be transparent.** Just as we're transparent about how we use AI in our hiring process, we expect the same transparency and adherence to our guidelines from you.

Our goal is to ensure a fair and engaging recruitment process while celebrating how AI can serve as a tool for progress and collaboration.

---

## How nexos.ai uses AI for hiring

At nexos.ai, we use AI to create job descriptions, develop interview questions, draft and refine candidate communications, analyze hiring metrics, transcribe interviews, screen CVs for the best position fit, and identify candidates to source. We don't use your data to train AI models or allow AI to make hiring decisions – those calls are always made by humans.

We regularly review and update our processes to reflect evolving AI capabilities and ensure they remain aligned with our values of transparency and fairness.