

What you need to know about AI when applying to Otelier

Knowing that the way we experience AI may evolve over time, we regularly review our approach to AI to stay aligned with current legislation and mitigate potential biases in our processes.

Our guiding principles

We want your authenticity. Not the artificial you.

Every prospective Otelier employee brings a unique set of abilities and perspectives. As an employer, we believe strong teams are built by bringing together people who embody our values — One Team, Accelerate What Matters, Total Ownership, Welcome Everyone In, and Partners in Success — in the right roles at the right time. That's why we designed our interview processes to help us get to know you; your ability, your skills, and your experience. We seek to uncover your independent ability to think and perform in real-time settings based on your lived experiences, and how those could align with our company values.

Two-way accountability

We understand that using AI personally and professionally is becoming more common, and possibly even expected. However, for key aspects of our interview processes, it's important that your work product reflects your unique perspective, rather than AI-generated content. To that end, we expect candidates to follow the policies detailed below when using AI while interviewing at Otelier. In turn, we've outlined how we use and plan to use AI in our hiring processes.

Prepare vs. perform

We know that how you perform in an interview can be enhanced by how you prepare. We expect you to use resources available to you in your preparation process, including conducting online research, tapping your networks, asking your recruiter clarifying questions, and, yes, even using AI. However, we ask that you do not use AI to supplement your performance in a live interview, unless otherwise instructed or agreed upon.

Policies for individual interview stages

Candidates are increasingly using AI to support them in their job searches, and we are interested in understanding how you plan to use AI in your interviews with Otelier. If we determine in any stage of our interviews that AI is being used outside of the parameters below without disclosure, your candidacy may be disqualified. In addition, we may contact

references as appropriate to verify key qualifications and experiences you've represented in our interview process.

Regardless of how AI may evolve, Otelier does not tolerate plagiarism or misrepresentation of job-related skills from candidates.

If you are interviewing with Otelier and have any questions about our policies or guidelines above, please contact the HR representative facilitating your process.

Application materials

Using AI to assist you in building your resume or cover letter is acceptable. However, we expect the application materials you submit to represent your qualifications and skills accurately. If we determine that these have been misrepresented, your candidacy may be disqualified.

Phone and Video Conference interviews

Our interviews are designed to test your ability to demonstrate skills needed for the role you're interviewing for. We seek to understand your interpersonal and collaborative abilities, and how that would translate into the job. We expect candidates to engage actively in our interviews without reading from or referencing AI-produced answers. If we detect that you are doing so without advance disclosure and accompanying permission, your candidacy may be disqualified. Additionally, if you're invited to attend a virtual face-to-face interview via Teams video call, we do expect to see your face, not some sort of AI avatar, deepfake, or otherwise heavily filtered version of yourself.

Take-home assignments

Any take-home assignment you may be asked to submit should reflect your original conclusions and perspectives around our job-relevant prompt. You are welcome to research a topic in an approach that works for you. At the same time, keep in mind that AI content can come with limitations, such as wordiness and over-generalized answers. We expect the assignment you ultimately submit to reflect your own synthesis and conclusions. We are interested in what you create, not what you copy.

Live coding assessments

As a SaaS company, coding assessments may be part of the interview process simulating the work an engineer at Otelier will perform, which may include the use of generative AI tools such as ChatGPT and Co-pilot. We welcome transparent use of generative AI in the interview process for certain roles with the expectation that candidates can thoroughly

explain the prompts they create and/or discuss in-depth the technical decisions they make.

How Otelier's Talent Acquisition team uses AI

In recognizing both the promise and limitations of AI in today's world of work, our team takes great care to be methodical with how we use AI in hiring. We have no evidence to believe that AI is capable of making reliable end-to-end hiring decisions without human intervention, and therefore we believe AI can supplement, not replace, human judgment and decision-making. As AI comes with flaws and risks, including bias, we view it as a partner that can make hiring teams more efficient, not autonomously eliminating the need for human oversight.

How we use AI in our hiring processes

Content creation

- **Job descriptions:** Our hiring managers and recruiters may use AI-generated content as a starting point for developing accurate and inclusive job descriptions.
- **Interview questions:** Our hiring managers and recruiters may use AI to assist in building questions that are relevant to the attributes being tested for in an interview process.
- **Sourcing messages:** Our hiring teams may use AI tools to help create compelling messaging for prospective candidates.
- **For all of the above:** Our final product always incorporates critical human input and does not reflect unaltered AI-produced output.

At Otelier, we believe AI should support preparation, not replace genuine human thinking, collaboration, and communication.