

Using AI During Your Application Process

Guidelines for Candidates

At KLDiscDiscovery, we provide AI-powered eDiscovery software and services worldwide, helping law firms, corporations, and government agencies make sense of their most complex data challenges. Our people are the heart of our business, and we believe our workforce drives our ongoing growth.

That belief is why transparency guides everything we do. At a time when Generative AI and similar tools are used almost everywhere, we ask candidates to approach our application and interview process honestly and in good faith. Our aim is for this process to give us a true picture of who you are, what you can do, and the experiences you bring, so we ask that you abide by the following guidelines around utilizing AI during your application process.

A note on honesty

Falsifying or misrepresenting any part of your candidacy, such as your skills or experience, may result in your removal from KLDiscDiscovery's hiring process. This applies whether the misrepresentation comes from you, from someone else, or from a tool such as AI.

How You May Use AI

You are welcome to use AI tools at any stage of the application and interview process to support your job search in the following ways:

- Writing, formatting, and proofreading your resume
- Practicing with likely interview questions as you prepare
- Learning more about KLDiscDiscovery, the position, or our industry
- Drafting networking messages or follow-up notes to recruiters and interviewers

Where AI Use Is Not Allowed

Interviews are our opportunity to get to know you and evaluate your candidacy, so we ask that you answer questions without using AI to shape your responses. Unless we tell you otherwise, virtual interviews are held with cameras on. Because confidential information may come up during interviews, and out of respect for privacy, KLDiscDiscovery generally does not allow interviews to be recorded or transcribed without approval in advance. If you need an accommodation, please see the note at the end of this document for the right contact to reach before your interview.

You may be removed from consideration if you:

- Turn in AI-generated work samples for positions that call for original thinking or creativity
- Rely on AI to help answer interview questions without disclosing it
- Claim knowledge or experience that came only from AI and does not genuinely reflect your own skills
- Present experience or credentials that AI has embellished or invented

What We Will Evaluate in Interviews

- Whether your experience is genuine, explored through behavioral questions
- How you think critically and solve problems in the moment
- How deep your knowledge runs in technical or strategic areas
- How effectively you communicate and interact with others

How Our Recruiters and Hiring Managers Will Approach Interviews

- Building interviews that go deeper than surface-level answers
- Combining several types of assessment: behavioral, technical, and case-based
- Staying alert to inconsistencies or signs that a candidate is leaning too heavily on tools
- Being open with you about our expectations and about any AI-assisted assessment tools we use

Above all, we are looking for people who will help us live out KLDDiscovery's core values: **Client is Always in the Room, Own the Outcome, Better Every Day, and Deliver Results Together.**

Need an accommodation?

Applicants or employees who need an accommodation due to a disability at any point in the application or interview process can contact KLDDiscovery's People & Culture team at kldhr@kldiscovery.com.