

## Using Generative AI in the Hiring Process

At Moody's, we value innovation and encourage the responsible use of AI tools in day-to-day work to drive efficiency and problem-solving. However, our goal is to understand your personal strengths and how you think—not how an AI responds. We recognize that candidates may use GenAI tools to support their job applications. To ensure a fair and accurate assessment, we ask that you do not use AI tools (e.g., ChatGPT, CoPilot) or other automated software to respond to questions or complete tasks during your interview. Using such tools may misrepresent your capabilities and could impact your candidacy. If we detect or suspect the use of AI during an interview or any other aspect of the screening process, we may disqualify candidates from the hiring process.

### 1. ACCEPTABLE USES OF GENAI

You may use GenAI to:

- Enhance your preparation and help to refine your application.
- Check spelling, grammar, and clarity.
- Reformat or structure your CV/resume or personal statement.
- Identify key skills from job descriptions and match them to your experiences.
- Summarize public information about the company or industry.
- Structure responses using formats like STAR/STARR.
- Generate mock interview questions based on job descriptions.
- Practice responses and refine delivery.
- Research industry trends and company values.
- Get tips on body language and communication styles.

### 2. UNACCEPTABLE USES OF AI

You may not use GenAI to:

- Replace your personal input or misrepresent your experience.
- Fabricate or exaggerate experiences, achievements, or qualifications.
- Generate responses during live interviews or assessments.
- Submit work you cannot personally explain or replicate.

- Input confidential or sensitive information into AI tools.
- Using AI to answer questions in real time.
- Answer questions to a task or coding challenge during an interview or sent to you in advance of an interview.