Horizon's Approach to AI in Our Hiring Process

At Horizon, we're committed to a hiring process that is thoughtful, fair, and centered on human connection. Our interviews reflect the way we work every day with curiosity, respect, and a continuous drive to improve.

As AI becomes more prevalent in the workplace, we believe it's important to clearly define how we integrate this technology into our hiring practices. While we embrace AI as a valuable tool for enhancing efficiency and insight, we also recognize that it can't replace genuine human interaction especially when assessing how someone collaborates, grows, and contributes to a team.

Our AI policy outlines how Horizon uses AI throughout the hiring process and how candidates may appropriately use it when applying. As technology evolves, we're committed to regularly reviewing our practices to ensure they remain fair, compliant with current regulations, and focus on minimizing bias.

Why This Matters

At Horizon, we're dedicated to building something meaningful together. Our interview process is designed to understand who you are, how you think, collaborate, and grow. While AI can be a helpful tool, it can't replace your unique perspective, experience, and voice, and that's what we value most.

Candidate Guidelines: Responsible Use of AI

At Horizon, we support thoughtful and transparent use of AI during the hiring process. Below are clear guidelines on when and how it's appropriate to use AI tools.

Before we start: When we say "AI," we mean tools that generate text, code, or ideas - like ChatGPT, Claude, Copilot or other generative tools that create or suggest content for you.

✅ **Permitted Uses of AI:**

- **Application Materials**
  You're welcome to use AI to help draft or refine your resume and cover letter,

provided the final content accurately reflects your own skills, experience, and achievements.

- **Interview Preparation**
AI can be a helpful resource for learning more about Horizon, exploring the role, brainstorming questions, or practicing responses. We encourage candidates to prepare in ways that feel meaningful and productive.

🚫 Not Permitted:

- **Live Interviews**
All answers shared during live (virtual or in-person) interviews must be your own. Using AI to generate or assist with responses in real time is not allowed and compromises the integrity of the interview process.

- **Take-Home Assignments**
Projects or written assignments must be completed independently. Unless otherwise specified, using AI to create full responses, code, or written work is not permitted.

- **Coding Assessments**
If the use of AI tools is allowed for a technical assessment, we'll let you know in advance. Otherwise, please submit original, unaided code.

Submitting AI-generated work as your own or using AI assistance during live interviews violates our hiring policies and may lead to disqualification from the process. If we have concerns about the authenticity of your submissions, we may reach out for clarification/verification. **Horizon has a zero-tolerance policy toward the misrepresentation of job-related skills.**

How We Use AI at Horizon

At Horizon, we hold ourselves to the same standard we set for candidates: using AI thoughtfully and ethically. We leverage AI to support and enhance our hiring process, but never to replace human judgment or connection.

Any tools we use meet our privacy and data protection standards, and we never share candidate data with outside systems without consent.

Here's how AI is used at Horizon, always with care :

- **Job Description & Interview Design**
  We may use AI to help draft job descriptions and interview content, but everything we share externally is carefully reviewed by our hiring team to ensure it aligns with our values and reflects who we are.

- **Resume Structuring & Insights**
  AI can help organize candidate information and surface potential matches more efficiently. That said, every resume is personally reviewed by a recruiter who looks beyond keywords to understand the full picture.

- **Interview Transcripts (with Consent)**
  When interviews are recorded or transcribed using software, it's solely to ensure accuracy not to automate evaluation. All hiring decisions are made by real people who are committed to a fair and human-centered process.

We do not use AI to make final decisions about your candidacy.

If you ever have questions about what's allowed we encourage you to ask.

Let's keep the hiring process human, just how we all like it.