



Candidate Guide: Using AI During the Hiring Process

At **VIAVI Solutions**, we value innovation and understand that Artificial Intelligence (AI) can be a useful tool when preparing for a job opportunity. At the same time, our hiring process is designed to understand **your authentic skills, experience, and perspective**.

This guide summarizes how AI may—and may not—be used during the **application** and **interview** process.

What's OK

During the Application Stage

You may use AI as a writing or organization aid, similar to grammar or spell checking tools:

- Proofreading and improving clarity or tone
- Organizing or formatting résumés and cover letters
- Getting guidance on structure or presentation
- Ensuring consistency across application materials

All content must be based on your real experience, and you are responsible for its accuracy.

Privacy tip: Avoid entering personal or sensitive details into AI tools. When applying to a VIAVI opportunity, be sure to use your own email address vs. an AI generated email address otherwise you may experience problems receiving notifications from our recruiting system.

Before Interviews

AI may be used to help you prepare, such as:

- Researching VIAVI Solutions or industry trends
- Understanding interview formats and question types
- Practicing responses to improve confidence and communication

What's Not Allowed

During the Application Process

Do not use AI to:

- Create or submit content that is not your own work
- Invent or exaggerate skills, experience, or credentials
- Copy and paste AI generated responses directly into applications
- Complete assessments, coding challenges, or writing samples on your behalf
- Alter or create identification documents or certifications

You should be able to fully explain everything you submit.



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During Interviews or Assessments

To ensure fairness, AI use is not permitted during interviews or tests*, including:

- Using AI for real time answers or prompts
- Reading AI generated scripts instead of giving genuine responses
- Using AI to complete technical, problem solving, or online assessments
- Using AI to change your voice, appearance, or identity (e.g., filters or deepfakes)

*unless express consent from the recruiter or hiring manager is provided.

Fairness and Integrity

VIAVI is committed to responsible AI use on both sides. Interviewers and staff do not use AI to make decisions without human judgment or to assess candidates without disclosure. If you are unsure regarding your intended use of AI in our recruitment process, please feel free to ask for guidance from your VIAVI recruiter.

What Happens If AI Is Misused

Misuse of AI may result in:

- Removal from the hiring process
- Withdrawal of a job offer
- Termination of employment if discovered after hire

In Summary

Use AI to prepare and polish, not to replace your voice or abilities. Authenticity matters most—we want to get to know you.

By applying or interviewing with VIAVI Solutions, you confirm that your materials and responses are your own and reflect your genuine experience.