

Jacobs Candidate & Recruitment AI Guidelines

Challenging Today. Reinventing Tomorrow.

At Jacobs, we're challenging today to reinvent tomorrow — solving the world's most critical problems with curiosity, integrity, and imagination. We see artificial intelligence (AI) as a transformative force reshaping how we work, connect, and innovate and remain steadfast in our commitment to responsible innovation – empowering our teams and upholding our values. That same mindset applies to how we hire.

These guidelines outline how Jacobs and our candidates can use AI responsibly, ethically, and inclusively. Jacobs will not be using any of your disclosed information or data provided to train any generalized AI models, for more information on how Jacobs manage, retain and handle data, please see Jacobs Privacy Statement and Terms of Use [HERE](#)

Why This Matters

We're building a world that's smarter, more connected and more sustainable. To do that, we need diverse thinkers — people who challenge what's possible. AI can help us find, engage, and assess talent more effectively, but technology will never replace the people behind the process.

Our goal is simple: use AI to enhance the experience, not define it.

Fair & Transparent Use of AI

To ensure Jacobs' approach to using AI in the recruitment process is fair and transparent, we have disclosed where Jacobs may use AI, and shared guidelines of our expectation of the candidate use of AI through the hiring process. Jacobs' Talent Acquisition team is fully trained — and continually supported — in the use of AI and automation within our recruitment process. While we may use AI to help match candidates with opportunities, all final decisions are made by our Talent Acquisition professionals. At no stage is a candidate automatically rejected by AI or

automation. (Subject to change). We believe responsible use of AI in recruitment is a partnership between Jacobs and every candidate who joins us. As we explore new technologies, we stay anchored in our values: “We do things right. We challenge the accepted. We aim higher. We live inclusion.”

How Jacobs Uses AI in Recruitment

Purpose	How We Use It	Human Oversight
Resume Matching	Our Avature system may use automation to identify relevant skills and experience for a role.	Reviewed by a recruiter and our tool is regularly audited to ensure a transparent and fair process
Job Description and Adverts	We may use AI tools to help draft job descriptions and adverts.	These are reviewed to ensure accuracy to Jacobs roles and requirements.
Interviews	We may use AI scheduling to book interview times with you. We may use AI during interviews via MS Teams to help summarize the call and notes.	All our interviews are conducted by people. Candidates will be informed when these tools are used and human oversight remains in place Using AI helps us focus on you, utilizing the tool to take notes.

Candidate Communications	Automated tools may help us generate outreach messages to send updates faster.	The Jacobs Talent Acquisition team reviews communications.
Analytics & Insights	Aggregated data helps us continuously improve our processes.	Insights guide, not decide, our actions.

Using AI as a Candidate

We know candidates use AI tools to refine their resumes, prepare for interviews, or generate cover letters. Used thoughtfully, these tools can help you communicate clearly and confidently.

 Do

- Use AI to organize your experience, check spelling or enhance clarity.
- Use AI to research Jacobs, understand our markets, or prepare for interviews.
- Use AI to help summarize your achievements, but you make it personal.
- Be ready to discuss the content you submit, especially if an AI tool helped you craft it.

 Don't

- Submit entirely AI-generated responses without review or personalization. Avoid using AI to invent achievements, aggregate experience or remove your authentic perspective.
- Use AI tools that claim to "guarantee" success or replicate another person's writing.
- Use of AI when attending interviews, we require real-time personal responses from the candidate to questions posed, whether interpersonal, behavioral, technical, or otherwise.
- Use AI when undertaking a technical assessment, unless prompted to do so.

Always ensure your resume, application, and interview responses, as applicable, reflect your own voice, experience, and intent. Jacobs reserves the right to disqualify candidates found to be misusing AI during any stage of the recruitment process.

Opting Out of AI

Our hiring process may include the use of AI-assisted tools to support candidate evaluation. Candidates may opt out of the AI-enabled recruitment process by indicating their preference during the application process. Opting out will not result in adverse treatment and a reasonable alternative review process will be provided.

How to opt out: To submit a manual application form - submit [HERE](#)

Challenge Accepted

Thank you for exploring a career with Jacobs.

For more information on our approach to privacy, ethics and responsible technology, visit jacobs.com.