

SEI's AI Use Guidelines for Candidates

SEI is a leading global provider of investment processing, investment management, and investment operations solutions. We recognize that our people are our most valuable asset and that a healthy, happy, and motivated workforce is key to our continued growth. In keeping with this, we lead with transparency, and we expect candidates to participate in the application and interview process in good faith and with honesty during the current climate of widespread use of AI tools, such as Generative AI. Our hope is that this process is an accurate reflection of you, your skills, and your experiences.

Please understand that falsification or misrepresentation (for example, of your skills or experiences) – whether facilitated by yourself, another person, or a tool such as AI – may lead to disqualification from the hiring process at SEI.

➤ **Permitted uses of AI by candidates in the application and interview process:**

If you intend to utilize any AI tools during any stage of your application and interview process, please keep in mind the following acceptable uses to support your job search:

- Resume drafting, formatting and proofreading
- Reviewing potential interview questions for preparation of interviews
- Researching our company, role, or industry
- Crafting networking messages or follow-up messages to recruiters or interviewers

➤ **Prohibited uses of AI by candidates in the application and interview process:**

Because our goal is to get to know you and to assess your candidacy, we ask that you participate in interviews without using AI to develop your responses to questions. On-camera conversations are required for virtual interviews unless candidates are informed otherwise. Also, due to the possibility of confidential information being discussed during interviews and privacy-related concerns, SEI generally does not permit the recording or transcription of interviews without prior approval. If an accommodation is needed, please see the note below to identify the appropriate point of contact in advance of your interview.

Candidates may be disqualified from the hiring process if they:

- Submit AI-generated work samples for roles requiring original thought or creativity
- Use AI to assist with responses to questions during interviews without disclosure
- Present knowledge or experience obtained solely from AI without true applicability to your own skills

- Provide false experience or credentials enhanced or fabricated by AI

SEI delivers technology and investment solutions that connect the financial services industry and are committed to responsible AI usage.

➤ **What Our Interview Process Will Assess:**

- Authenticity of experience through behavioral questions
- Real-time critical thinking and problem solving
- Depth of knowledge in technical or strategic areas
- Communication and interpersonal skills

➤ **What Recruiters and Hiring Managers Will Do:**

- Design interviews that probe beyond surface-level answers
- Use multi-layered assessments (behavioral, technical, case-based)
- Watch for inconsistencies or signals of over-reliance on tools
- Be transparent with candidates about expectations and any use of AI assisted assessment tools

Our goal is to hire individuals who will embody our SEI Values of courage, integrity, collaboration, inclusion, connection, and fun.

NOTE: *If any applicants or employees require accommodations because of a disability during the application and/or interview process, please contact SEI's Workforce Development team at WorkforceDevelopment@seic.com.*