



AI in Hiring Guidelines

Our Approach to AI in your Hiring Journey



AI in Hiring

We are on a mission to back small businesses like no other company has ever done before. As we build better ways to support our customers, we also want to build a better, more transparent experience for you. AI is changing how the world works, and we want to be open about how it fits into our hiring process.

How Funding Circle uses AI in Recruitment

It's important to us to be transparent about how we build AI into our hiring experience. As an AI-native business, we believe in using technology to elevate human potential, not replace it.

How we partner with AI:

 Helping us identify great talent and match skills to the right roles

 Assisting our teams with drafting job descriptions, tailoring candidate communications, and framing interview questions

 Supporting interview scheduling, creating accurate transcripts, and summarising feedback so our human interviewers can stay fully present with you

 We **never** use AI to automatically reject candidates or make final hiring decisions. A human is in the loop, reviewing and guiding the process at every single stage.

Reasonable Adjustments

We thrive on an inclusive culture where every Circler can do their best work. If you use AI tools like real-time transcription apps, screen readers, or other assistive tech as part of a reasonable adjustment, we absolutely encourage it.

Please just let your recruiter know before your interview so we can ensure the interview panels are aware. We're here to support you and give you the ultimate platform to succeed.



Candidate Guidelines for AI usage

We believe the fastest way to grow is by doing, and that starts with getting to know the real you. While AI can be a great co-pilot to help you feel prepared, our Talent Acquisition team and interview panels thoughtfully review your application at every stage. We value the effort it takes to apply for a new role, and we make all final decisions with a human touch.

We absolutely welcome you to use AI to support your application. Choosing to leverage technology won't negatively impact how we evaluate you. As an AI-native business, we love to see it used smartly.

All we ask is that you use AI to amplify your own unique story, rather than letting it run on autopilot. In line with our value, **Be Open**, we value authenticity above all else.

Using AI Effectively

We want your unique talents to shine so we can truly get the best insights in to 'you' and how you work best. Here are some ways to balance AI usage whilst keeping your application authentic.

Your Application (CV & Cover Letters)

The best rule is to use AI to help you **think smart** and polish your existing experience; not to invent new content. We are looking for future Circlers who take ownership, so make sure your personal voice and passion come through.

What to do	What to avoid
 To polish: Use AI to check for spelling and grammar errors	 Listing skills AI tells you are relevant. We want to understand what <i>you</i> have achieved and the skills you've gained along the way
 To reformat: Use it to help structure your CV or rephrase points to be more concise	 Avoid using AI to 'change' your CV to match the job description. We want to hear in your own words why you are ready to live the adventure with us
 To quantify impact: AI is a great tool for helping to turn your experience into impactful metrics	 Don't use hidden instructions or prompt injections. Write your application for the human recruiter
	 Data Safety: Do not put highly personal or confidential information into public AI tools



Preparing for Interviews

If you are invited to an interview, we already see your potential to **make it happen!** AI is an excellent study partner for your preparation:

- **Research:** Use AI to learn about Funding Circle and how we back small businesses. Always verify this information yourself in case of potential hallucinations
- **Rehearse:** Ask AI to generate potential questions based on the job description
- **Feedback:** Practice your STAR answers and ask the AI for feedback on your structure



Live Interviews & Tasks

- **Take-Home Tasks:** As an AI-native team, we use AI daily. However, for some take-home tasks, we may ask you to do so without AI assistance. We do this simply to understand your foundational thinking and unique problem-solving style. When AI is encouraged, treat it like a normal day on the job: use it as you typically would, and share your workflow or prompt strategy with us. We love seeing how you collaborate with tech! If you're ever unsure, just ask your Recruiter.
- **Live Interviews:** Our interviews are conversational because we believe the best work is done when you feel you truly belong. We prefer that Interview Co-Pilot or Answer Suggestion tools are not used as they break the human connection we value. Sharing AI tools you have used or built is encouraged though - we love to hear how people are using them!

If you use GenAI for any part of your application, just let us know! For written tasks, a quick note like *"Drafted with AI for structure; all experiences are my own"* works perfectly. Being open about your toolset helps us tailor our conversation and dive into how you uniquely partner with tech.



Technical Roles

We use Generative AI daily to innovate at pace, and we genuinely want to hear how you use it too. The one place we ask you to set it aside is our **coding challenge** - that's where we focus on the engineering fundamentals: thinking through problems and forming a deep understanding of the code and systems you'd be working on. Your Recruiter will walk you through what to expect ahead of the session. We expect our approach here to evolve as our working practices with AI develop further, but for now the challenge is built around those fundamentals.

What we're keen to hear about is how you use AI - what you've built or experimented with, and your general attitude towards these tools. Expect that conversation at other stages of the interview. Be Open!

These guidelines were written with the support of AI!