AI Use in IEM's Hiring Process - Applicant Notice:

At IEM, we are committed to a fair and transparent hiring process. This notice explains how we use artificial intelligence (AI) technology to assist in reviewing job applications and your rights as an applicant.

What AI Tool We Use:

We use Greenhouse Software's Talent Matching feature to assist our recruiters and hiring managers in reviewing applications for the skills and experience we have decided are important for this role. Talent Matching is an AI-powered tool (a type of automated decision-making technology, or "ADMT") that helps us identify how closely an applicant's qualifications match the requirements we have established for a role.

How it works:

- **What the AI Does:** Talent Matching reviews your resume and responses to application questions to determine the extent to which your qualifications match the job requirements we selected for this role. Our recruiters actively direct the operation of Talent Matching with our hiring managers and establish the relevant job requirements and the desired weighting of each requirement.
- **Fraud Detection:** IEM also uses AI-assisted fraud detection to identify potentially fraudulent activity. This tool flags anomalies for human review, it does not automatically disqualify, reject, or disposes any candidate.
- **Human Oversight and Control:** Our recruiters and hiring managers actively direct and oversee Talent Matching. They establish the job requirements, determine how each requirement is weighted, and review all AI -generated output from Talent Matching to make the final decision with respect to each application. Talent Matching does make hiring decisions, automatically reject candidates, or disposition applicants. All hiring decisions are made by IEM employees.
- **Opt-Out Option During Application:** As part of the application, you will be asked: "Would you like your application reviewed by a recruiter or hiring manager instead of our AI-powered Talent Matching tool? If you select 'Yes,' a recruiter or hiring manager will personally review your resume and responses without using Talent Matching." You may select "Yes" at that time, or request this review later as described in "Your rights" below.

Your rights:

- **Right to More Information:** You may request additional details about how we use Talent Matching in connection with your application by contacting TA@iemfg.com
- **Right to Access ADMT Information:** You may request additional information about our use of automated decision-making technology ("ADMT"), including Talent Matching, in evaluating your application, including the purpose of the technology, the logic it uses, and the key factors that affected your evaluation. To make this request, please contact us at TA@iemfg.com.
- **Right to Opt Out and Request an Alternative Evaluation Method:** You may request that your application be reviewed without the use of AI tools. If you make this request, a recruiter or hiring manager will personally review your resume and application responses against the job requirements for this role (a "Manual Human Review"), without the use of Talent Matching. You may request a Manual Human Review in either of the following ways: (1) by answering "Yes" to the opt-out question presented during the application process; or (2) by contacting us at TA@iemfg.com at any time, including after you have submitted your application.
- **Right to Appeal an ADMT-Assisted Decision:** If a decision regarding your application was made with the assistance of Talent Matching, you may request that the decision be reviewed by a qualified human reviewer who was not involved in the original decision and who has the authority to overturn it. To request this review, please contact us at TA@iemfg.com.
- **Right to Non-Retaliation**: We will not retaliate against you for exercising any of the rights described above or otherwise available to you under applicable law.

Your Acknowledgement:

By proceeding with your application, you acknowledge that you have been informed about and consent to our use of Talent Matching in our hiring process as described above.

Privacy and Data Protection:

IEM collects and processes personal information from job applicants in accordance with applicable privacy laws, including the California Consumer Privacy Act (CCPA).

This Notice addresses the collection, use, and disclosure of personal information specifically in connection with IEM's use of AI and automated decision-making technology (ADMT), including Talent Matching, in our hiring process. It does not replace, and should instead be read together with, IEM's other privacy policies, including the Workforce Member Privacy Policy (CCPA) and the General Privacy Policy, which govern the broader collection and use of personal information about candidates, employees, and website visitors.

For detailed information about:

- The categories of personal information we collect from applicants;
- How we use, share, retain, and protect that information; and
- Your privacy rights under California law,

Please review our:

Workforce Member Privacy Policy
https://www.iemfg.com/system/uploads/fae/file/asset/207/CCPA_Workforce_Member_Privacy_Policy__Sep_2025.pdf

and

General Privacy Policy
https://www.iemfg.com/privacy/.

If you have questions about our privacy practices, please contact us at privacy@iemfg.com.