# Lenovo Notice to Job Applicants Concerning Use of AI Tools

**Last Updated: July 1, 2026**

This Notice explains how Lenovo and its affiliates ("Lenovo") may use artificial intelligence, machine learning technologies, automated systems, and similar tools ("AI Tools") in Lenovo's recruiting, interviewing, and hiring process (the "Hiring Process").

This Notice applies globally to Lenovo's use of AI Tools in the Hiring Process and may be supplemented by additional notices, disclosures, consent requests, other information provided in a job posting, application workflow, assessment platform, interview process, candidate communication, local privacy notice, or other supplemental notice where required by applicable law.

Lenovo may use AI Tools to assist in the Hiring Process, including, but not limited to, helping review candidate-submitted application materials for job-related skills and experience, supporting candidate-job matching, assisting with recruiting communications and workflows, scheduling interviews, transcribing or summarizing interviews, supporting assessments, improving recruiting processes, or otherwise assisting Lenovo personnel in the Hiring Process.

AI Tools are used to assist Lenovo personnel. Lenovo does not rely on AI Tools as the sole basis for final hiring decisions. Final hiring decisions are made by Lenovo recruiters, hiring managers, or other authorized Lenovo personnel.

## Lenovo's Responsible Use of AI

Lenovo's Responsible AI framework governs Lenovo's development, deployment, and use of AI Tools.

## Additional Information and Rights Where Required by Applicable Law

Depending on the candidate's location, the role, the stage of the Hiring Process, and the AI Tool used, and where required by applicable law, candidates may receive additional information or may have additional rights, which may include:

(1) the ability to request human review, an alternative process, correction of inaccurate information, reconsideration, appeal, or opt-out of certain AI Tool uses, where such rights are provided by applicable law;
(2) additional notice regarding Lenovo's use of AI Tools in the Hiring Process, including where AI Tools are used in connection with screening, assessment, ranking, recommendation, non-selection, or other hiring-related decisions;
(3) information about what job qualifications, characteristics, or criteria an AI Tool is designed to assess;
(4) additional information about the type of data collected or processed by an AI Tool, the source of the data, and Lenovo's retention practices;

(5) information about the role of the AI Tool in the Hiring Process and, where required by applicable law, meaningful information about the logic involved and the significance and potential consequences of its use; and
(6) access to audit, assessment, or other information regarding certain AI Tools where required by applicable law.

Where applicable law requires Lenovo to provide additional information, consent, instructions, or a process to request human review, an alternative process, correction, reconsideration, appeal, or opt-out of certain AI Tool uses, Lenovo will provide those instructions in the applicable job posting, application workflow, assessment platform, interview process, candidate communication, local privacy notice, or other supplemental notice.

If Lenovo uses AI Tools in connection with facial recognition, biometric technologies, video interviews, audio analysis, or the analysis of interview recordings during the Hiring Process, Lenovo will provide additional notices, explanations, consent requests, acknowledgments, waivers, opt-out instructions, or other information or rights where required by applicable law.

Lenovo will not retaliate against any applicant who in good faith raises questions or concerns about Lenovo's use of AI Tools, requests review or accommodation where such rights are available under applicable law, or reports potential errors, inaccuracies, or bias.

## Examples of How Lenovo Uses AI Tools

The following are examples of how Lenovo may use AI Tools to assist in Lenovo's Hiring Process:

- assess application materials and resumes submitted by the candidate, such as the application form, cover letter, and CV, based on job-related criteria;
- schedule interviews or manage candidate communications;
- assist recruiters in reviewing candidate-submitted information about skills and experience against job-related criteria;
- support assessments or improve recruiting workflows, systems, and processes.

## Changes to Notice

This Notice applies only to Lenovo's use of AI Tools during the Hiring Process and supplements the Lenovo Privacy Statement. Lenovo may update this Notice from time to time, and any changes will be effective when the revised Notice is posted, unless otherwise required by applicable law.