Product Description Addendum

This Product Description Addendum (the "Product Addendum") will become part of the executed agreement between Lever and Customer that references this document. The Product Addendum describes the licensing limitations and functionality of the Services identified on an Order Form entered into between Lever and Customer.

This Product Addendum was updated April 21, 2025. Lever reserves the right to periodically modify the Product Addendum, and such modification will automatically become effective in the subsequent Renewal Service Term. Product Descriptions for Order Forms executed before April 21, 2025, are available [here](#).

1. Products

Lever – Core Lever applicant tracking system product, including the following features:

- Connect Lever instance with up to five Customer owned email domain for employee login;

- Lever CRM – candidate relationship management database natively integrated into the product; Lever candidate email interaction functionality, including automated individual candidate email campaigns, individual recruiter templates, email tracking, 'by user' report, send for another Customer employees functionality and Rediscovery Engine providing recommendations for past candidates to contact;

- Custom Careers Page – configurable career page with customizable job postings branded with Customer logo;

- EEO Data Collection and Reporting – functionality to collect required EEO data;

- Native Referrals – permits employees to refer friends through links identifiable to the referring employee;

- Internal Mobility – functionality to support applications from and hiring of internal employees, including internal job site;

- Reporting – in-application reporting of Customer Data;

- Diversity Survey;

- Chrome Extension – import prospective candidate information to the Lever CRM with a Google Chrome extension;

- Agency Portal – provide portal for third party recruiting agencies to submit candidates;

- 2-way email and calendar sync – integration with Google, Office365, and Microsoft Exchange;

- Easybook – self scheduling functionality for candidates;

- Custom Recruiting Pipeline – configure Lever pipeline to align to Customer's recruiting process, including blocking repeat applicants;

- Comprehensive interview kits – Customize Customer interview process to match each role;

- CSV export – extract data in .csv format;

- GDPR Compliance – functionality to support Customer EU GDPR requirements, including insertion of privacy policy links to application workflow, consent links, and data subject request workflows;

- Job Boards Syndication Integrations (defined below);

- LinkedIn Recruiter – link LinkedIn to Lever;

- Premium Sourcing Integrations (defined below);

- Onboarding Integrations (defined below);

- Communications Integrations (defined below);

- Background Check Integrations (defined below);

- Candidate Assessment Integrations (defined below);

- Recruiting Coordination & Scheduling Integrations (defined below);

- Zoom Integration – *provides* Customer functionality to add zoom links to interviews scheduled through Lever application;

- Fast resume review;

- Unlimited configurable roles and permissions.

- Connect Lever instance with up to 10 Customer owned email domains for employee login;

- Posting Approvals;

- Headcount Restrictions – prevent offers from being extended without open headcount;

- Offer Approvals – customize offers process with required approvals;

- Requisition Management – manage requisition data and progress to fill;

- Automation Hub including Auto-screening – create automated workflows based on prebuilt triggers;

- Confidential Postings;

- Custom requisition fields – Structure fields to align with Customer HRIS;

- Multi-domain Support – share one Lever instance across multiple email domains;

- Slackbot – post recruiting updates in Slack directly from Lever;

- Electronic Signature – Electronic signature integration partners identified at https://www.lever.co/ecosystem;

- Single Sign On Integrations (defined below);

- Custom Jobsite Analytics – track applicant sources and conversions on a custom job site.

- Post-approval field overrides – configure specific offer fields so that they can be edited without requiring re-approval.

- Block repeat candidates and configure timeline for candidate to reapply;

- Candidate experience surveys;

- Proxy approval – approvals on behalf of others;

- Custom analysis – schedule, share, send, store (Data explorer).

- *Advanced HR* – Lever available to add on to LeverTRM, including the following features:

- Headcount Restrictions – prevent offers from being extended without open headcount;

- Posting approvals;

- Background Checks – automate background screening

- Onboarding Tracking – share and track the completion of onboarding forms and tasks

Advanced Nurture – Lever available to add on to LeverTRM, including the following features:

- Set of Nurture reports, including statistics by user, by sender, by campaign, and by posting;

- Bulk Nurture campaigns;

- Shared Template between employees;

- Sourcing reports.

Advanced Automation (formerly Startup Toolkit) – Lever available to add on to LeverTRM, including the following features:

- Automation Hub including Auto-screening;

- Knockout questions.

- Seat based pricing, usage not based on Employee Limit. Includes two (2) named user logins with purchase;

- Eighteen (18) pre-built visual dashboards;

- Create and share reports automatically for faster insights;

- 'Data Warehouse Sync' – allows Customer to connect to Lever to access Customer Data;

- Schedule and share dashboards;

- Shared group folders;

- Time-to-fill calculation;

- Recruiter Operations dashboard;

- In-depth DEI reporting;

- Talent Analytics consultant services;

- Snowflake – Real-time reporting.

Candidate Texting – SMS Recruitment product that provides additional SMS capabilities for Users, including the following features.

- Seat based pricing, usage not based on Employee Limit. Includes one (1) named user logins with purchase;

- Candidate Texting is subject to the terms outlined at https://www.lever.co/agreements/text-addendum/;

- Unlimited SMS messaging for each Candidate Texting user;

- Attachments, scheduled messages.

Career Site Builder – Configurable career site with customizable branding including logo, font, images, videos, and copy using predefined templates. Easy to use drag-and-drop, WYSIWYG (what you see is what you get) designer. The number of users will be limited to five (5) users.

Standard Career Site Builder Subscription – Core Career Site Builder template, including the following features:

- A pre-populated one-page career site template and job description template;

- Pre-configured integration to automate display of jobs on Career Site Builder from Lever;

- Usercentrics consent management platform plugin;

- Library of stock images and icons;

- Access to self-guided onboarding support articles.

Premium Career Site Builder Subscription – Expanded Career Site Builder template, including the following features:

- All functionality included in Standard Career Site Builder Subscription;

- Full text search on published postings;

- General interest candidate application;

- Configurable micro site sub pages;

- Orientation of Career Site Builder platform via included Professional Service hours (up to 2 hours). Please Note: Service hours must be used within six (6) weeks of the *Premium Career Site Builder subscription* date, or they expire.

Lever Subscription – Core Lever talent relationship management product, including the following features:

- Connect Lever instance to single Customer owned email domain for employee login;

- Chrome Extension – import prospective candidate information to the Lever CRM with a Google Chrome extension;

- Native Referrals – permits employees to refer friends through links identifiable to the referring employee;

- Custom Careers Page – configurable career page with customizable job postings branded with Customer logo;

- 2-way email and calendar sync – integration with Google, Office365, and Microsoft Exchange;

- Easybook – self scheduling functionality for candidates;

- Custom Recruiting Pipeline – configure Lever pipeline to align Customer's recruiting process;

- Comprehensive interview kits – Customize Customer interview process to match each role;

- Real-time Reporting – in application reporting of with Customer Data;

- EEO Data Collection and Reporting – functionality to collect required EEO data;

- Job Boards Syndication Integrations;

- AI-Powered Candidate Matching

- Job Board Marketplace

- Resume Parsing

- Visual Insights dashboards

- Internal Mobility

- Agency Hiring

- Interview Planning and Structure

- Candidate Relationship Management, including Nurture

- Remote and Video Interviewing

- Task Management

- Requisition Management

- Offer Management

Available premium add-ons (additional fee):

- Employee Referrals

- Advanced Automation, which includes the following features:

  - Automation Workflows

  - Knockout Questions

  - Candidate Experience Surveys

  - Slack Integration

  - Esignature Integration

- Advanced HR, which includes the following features:

  - Offer Approvals

  - Dynamic Requisition Approvals

  - Headcount Approvals

  - Requisition Management

  - Custom Requisition Fields

  - Post-Approval Overrides

- Career Site(s)

- Custom Integrations

- Data Warehouse Sync

- Job Broadcast

- Candidate Texting

- Pre-boarding/Onboarding

- Career Site Builder

- AI Interview Companion

- HRIS Integrations

- Domains, Instances, API, etc.

2. Implementation and Professional Services

Self-Guided Implementation: In-app guided walkthrough and onboarding task checklist; on-demand product learning

Basic Project Implementation: Customized project plan with weekly deliverables (10 hours)

Pro Implementation Package: Customized project plan with meeting plan and weekly deliverables; includes discovery worksheet reiew and pivot to configuration recommendation sessions (17 hours)

Plus Implementation Package: Customized project plan with meeting plan, weekly deliverables, up to 2 calls per week; discovery worksheet review; user acceptance testing office hours (42 hours)

Product Name	Product Description
Data Migration Tier 2	A Lever Implementation Specialist will perform the following activities: activities: 1. Advise Customer on the best practices for preparing Customer's legacy ATS data prior to extract 2. Process and prepare the source data from one (1) Customer legacy ATS into an acceptable format for import into Lever 3. Perform, or advise, on up to four (4) imports of prepped source data into Lever, typically consisting of one to two (1-2) test imports, one (1) active candidate import* and one (1) historical candidate import 4. Potential usage of a Lever sandbox for test imports It may not be possible for Lever to migrate all information from Customer Legacy ATS based on export format or limitations in how the export format designates relationships between the data elements in the export. Data Migration tier definitions, fields and activities are further specified at https://www.lever.co/data-migration-tier-2-schedule/
Bulk Requisition Import	A Lever Solutions Architect will perform the following activities: 1. Prepare and provide an import template accounting for Customer's requisition configuration to be populated and provided by the Customer. 2. Perform a test import of five (5) records using the prepared file and provide Customer feedback on required modifications. 3. Perform a final import to Customer's Lever instance.

3. Recurring Professional Services

Custom Integration Hosting and Maintenance – Applicable where identified in the Order Form. Once the Custom Integration is in production, all questions regarding the integration can be directed via the normal support channels outlined in Customer's support agreements to Lever Customer Support. Any Customer requested changes to the behavior of an accepted custom integration may require a separate services agreement. Lever is responsible

for making changes to the developed and accepted integration where the normal operation / behavior of the module has been impacted by a change /

release of Lever or the Lever API and / or change to the vendor API. Lever will host all code and interactions related to the Custom Integration.

Custom Career Site Hosting and Maintenance – Applicable where identified in the Order Form. Once the Custom Career Site is in production, all questions regarding the customization can be directed via the normal support channels outlined in Customer's support agreements to Lever Customer Support. Any Customer requested changes to the behavior of an accepted Custom Career Site may be developed by Customer via content management system or, if developed by Lever, may require a separate services agreement. Lever is responsible for making changes to the Custom Career Site where the normal operation / behavior of the website has been impacted by a change / release of Lever or the Lever API. Lever will host all content related to the Custom Career Site.

Workday Code Base Subscription – Applicable where identified in the Order Form. The Workday Code Base Subscription provides the Customer with an annual code base update for a recurring annual subscription fee. The code base update deliverable is a Workday Studio code package and would require resources and effort to customize and deploy the code.

Lever Workday Service Hours can be purchased to assist in customizing and deploying the code. Customer should reach out to their Lever Customer Success Manager to inquire about scoping and cost. Hours may vary based on Customer customizations needed.

Alternatively, Customer may choose to implement the code base themselves or by a third party. If the Customer has purchased the Workday Technical Support and Maintenance w/Code Base Subscription, doing this would immediately void any Technical Support and Maintenance as Lever cannot provide support or maintenance on work that was not implemented by Lever. No refunds or partial credit will be provided to the Customer.

*Note: (1) Development required to activate the provided code base update is not included in the subscription.

4. Service Levels:

The Lever Services described in Section 2 of this Product Addendum will be subject to the uptime commitments made by Lever to a Lever Customer identified [here](#).

5.   Integration Categories:

Analytics and Automation Integrations – Includes Figure, Orgnostic, Starred, and more. For information on how integrations function, see the documentation located at help.lever.co.

App Connectors – Includes Bindbee and Kombo. For information on how integrations function, see the documentation located at help.lever.co.

Background Check, Reference, & I9 Integrations – Includes Backgrouns Online, Certn, Checkr, CrossHQ, EBI, ESR, First Advantage, GoodHire, HiPeople, Hire Right, KodiakHR, Refapp, Skill Survey, Sterling, Vetty, X Ref, Zinc, and more. For information on how integrations function, see the documentation located at help.lever.co.

Calendars & Scheduling Integrations – Includes Cronofy, Dover, GoodTime, and more. For information on how integrations function, see the documentation located at help.lever.co.

Candidate Assessment Integrations – Includes Alva Labs, Coderpad, Codesignal, CodeSubmit, Codility, Criteria, Filtered, Future Skill, Hacker Earth, Hacker Rank, Harver, Hired Assessments, iMocha, Karat, Predictive Hire, The English Quiz, WedgeHR. For information on how integrations function, see the documentation located at help.lever.co.

Communications Integrations – Includes Hirevue, Grayscale, Slack, XOR, and Zoom. For information on how integrations function, see the documentation located at help.lever.co.

DEI Integrations – Includes Bryq, Fortay, Datapeople, MeVitae, Searchlight, and Unbiasify. For information on how integrations function, see the documentation located at help.lever.co

Electronic Signature Integrations – Includes Adobe Sign and Docusign. For information on how integrations function, see the documentation located at help.lever.co.

Employer Branding Integrations – Includes Adway, Bandana, Boostie, Datapeople, Puck, Refer.io, and more. For information on how integrations function, see the documentation located at help.lever.co.

HCM Integrations – Includes SAP SuccessFactors, UKG Pro, Workday HCM, and more. For information on how integrations function, see the documentation located at help.lever.co.

HRIS & Payroll Integrations – Includes one way integration sync for ADP, Bamboo HR, Bob, Gusto, Humaans, Namely, Oracle, Paylocity, SAP, Ultimate Kronos Group, and Zenefits.For information on how integrations function, see the documentation located at help.lever.co.

Job Boards Syndication & Referral Integrations – Includes Arbeitnow, Angellist, Dream Gig, Glassdoor, Indeed, Jobbio, Jobtarget, Jopwell, Linkedin, Otta, purpose.jobs, Seek, Trusty, and Welcome to the Jungle. For information on how integrations function, see the documentation located at help.lever.co.

Onboarding Integrations – Includes Clickboarding, Enboarder, Rippling, Sapling, UltiPro Onboarding, and Workday. For information on how integrations function, see the documentation located at help.lever.co.

Premium Sourcing Integrations – Includes A-List, Aevy, Amazing Hires, Betts Connect, CloserIQ, Connectifier, Drafted, Eightfold, Elpha, Entelo, Fetcher, Guided Compass, Hired, HireSweet, Hiretual, HumanPredictions, Interseller, Interviewing.io, HumanPredictions, interviewing.io, Linkedin Talent Solutions, Pearl, Prentus, Roikoi, Splash, Squarepeg, Teamable, Topfunnel, Triplebyte, Underdog.io, Wayup, Whitetruffle, Woo, and Yello. For information on how integrations function, see the documentation located at help.lever.co.

Recruiting Coordination & Scheduling Integrations – Includes Abacus, Chatkick, Gem, Goodtime, Hireflix, interviewing.io, InterviewPlanner, ModernLoop, Prelude, Recruitbot, and Spark Hire, and Woven. For information on how integrations function, see the documentation located at help.lever.co.

Single Sign On Integrations – Includes GSuite, Okta, and Onelogin. For information on how integrations function, see the documentation located at help.lever.co.

*Note: Integration availability is subject to change, you can confirm current availability with your Lever contact.