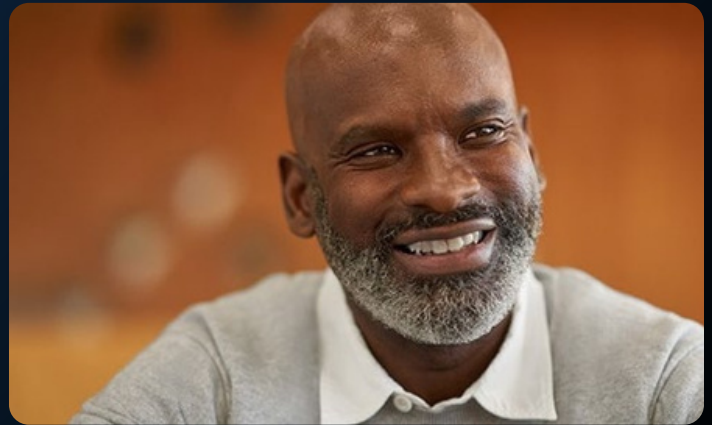


A day in the life of an HR Manager

Augment the hiring workflow with an AI assistant.



Discover how Microsoft 365 Copilot can simplify day-to-day tasks and streamline the hiring process for an HR manager. **Learning Tree International** can help Discover how Microsoft 365 Copilot can simplify day-to-day tasks and streamline the hiring process for an you train your employees on Copilot to save time and money during the hiring process to recruit and onboard top talent as your business grows.

8:00 AM

As the only HR manager at a fast-growing company, Omar has a full schedule of interviews for a senior designer role. To save time, he asks Copilot to create tailored interview questions for the position.

Microsoft Copilot



Copilot, create a set of interview questions for this position using the senior designer job description. Ask about previous experience, goals, and personal interests.



2:00 PM

Omar aims to send the hiring manager a candidate recap within three hours of the interview. After each conversation, he uses Copilot to generate follow-up questions and summarize key points. He then shares the summaries with the hiring manager.

Copilot in Teams



Summarize the key points made by the candidate and suggest follow-up questions to learn more about their skills and experience. Draft a message with this information for the hiring manager to review.



10:00 AM

Before each interview, Omar has Copilot summarize the next candidate's resume, highlighting their skills, experience, and qualifications to better understand how the candidate could make a good fit for this position.

Copilot in Word



Based on Candidate #1's resume, summarize their skills, experience, and qualifications.



4:00 PM

Omar missed some calls and emails about the new remote work policy. He asks Copilot to summarize the email threads and uses the summaries to draft responses, giving employees the info they need to stay on track and feel supported.

Copilot in Outlook



Summarize email threads mentioning the remote work policy changes and draft a response.



There are so many opportunities to integrate Microsoft 365 Copilot tools you use every day to automate talent acquisition. Contact **Learning Tree International** to learn more about how we can help you take advantage of Copilot to augment the hiring process.

Interested in seeing more ways Microsoft 365 Copilot can assist with everyday tasks across your business?