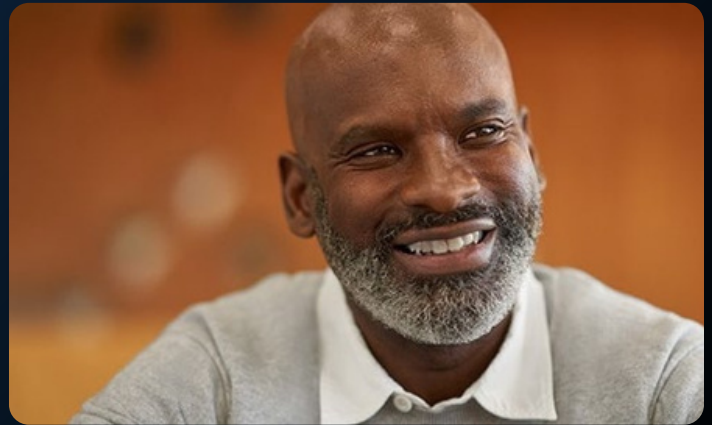# LEARNING TREE™
INTERNATIONAL

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 sole HR manager for a rapidly growing company, Omar has several meetings lined up today to interview potential candidates for a senior designer role. To have the time to complete all the interviews today, he asks Copilot to create a set of interview questions specific to this 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.

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.

2:00 PM

Omar has a goal to send the hiring manager a recap of each candidate within three hours of the interview. After each conversation, Omar prompts Copilot to suggest follow-up questions and summarize the key points the candidate made. He then shares the summaries with the hiring manager to review.

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.

4:00 PM

Omar has missed a few calls and emails from employees regarding the new remote work policy changes. He asks Copilot to summarize the email threads. He uses the summaries to draft responsesso employees have the information they need to complete their work 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? Check out the Microsoft Copilot Scenario Library.

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