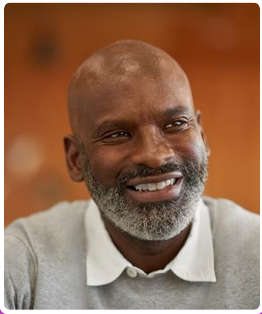




## Augment the hiring workflow with an AI assistant

Discover how **Copilot for Microsoft 365** can simplify the day of an HR Manager and streamline the hiring process for a new position. As a Microsoft Partner, we can help **you accelerate Copilot adoption by conducting employee training sessions.**



# A day in the life of an HR Manager

### 8:00 AM

Omar has several meetings lined up today to interview potential candidates for a senior animation designer role. He asks Copilot to create a set of interview questions specific to this position.

#### Microsoft Copilot



**Create a set of interview questions** for this position. 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.

#### Copilot in Word



**Based on** Candidate #1's resume, provide a summary of the skills, experience, and qualifications of the candidate.

### 2:00 PM

After each interview, Omar commands Copilot to suggest follow-up questions and summarize the key points the candidate made.

#### Copilot in Teams



**Summarize the key points** made by the candidate and suggest follow-up questions to learn more about their skills and experience.

### 4:00 PM

Omar has missed a few calls and emails. He commands Copilot to summarize the email threads, and then uses the summaries to draft responses.

#### Copilot in Outlook



**Summarize** this thread **and draft** a response.

There are so many opportunities to integrate Copilot with the Microsoft 365 tools you use every day. **Contact us** to learn more about how **we can help you leverage Copilot to augment the hiring process.**

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