Use Case | Augmented hiring workflow

Potential benefits (Find more qualified candidates) (Streamline interview process and communication for group interviewing) (Reduce cost of onboarding)

1. Create a job description

Starting from a blank document, prompt Copilot in Word.

Copilot in Word

Create a job description by asking Copilot in Word to suggest skills, qualifications, and responsibilities.

2. Discover qualified candidates

Prompt Copilot in Microsoft Copilot.

Copilot

Discover the best candidates for a position by having Copilot extract skills, experience, and qualifications from a set of resumes.

3. Create interview questions

Prompt Copilot in Loop to create a set of interview questions.

Copilot in Loop

Create interview questions based on unique job requirements then crowdsource additional ideas and have Copilot create a final list.

6. Create onboarding materials

Starting with a new presentation, prompt Copilot.

Copilot in PowerPoint

Create powerful onboarding materials in PowerPoint.

5. Create an offer letter

Starting in a new email, prompt Copilot in Word.

Copilot in Word

Command Copilot in Word to draft a customized offer letter based on your inputs.

4. Conduct an interview

During the interview, prompt Copilot in Teams.

Copilot in Teams

Conduct a group interview in Teams and ask Copilot to summarize the contributions of each candidate.