

Use Case | Managing internal job transitions

Potential benefits

Reduce time to hire

Increase employee retention

Reduce time to create documentation and training

1. Reduce time to screen candidates

Reduces hours of manual screening to minutes. Indicate keywords from multiple documents to surface qualified candidates. Access HR system data using plugins built in Copilot Studio.



Copilot in Word
Copilot Studio in Copilot for Microsoft 365

Rapidly get up to speed on what candidates are most qualified for certain roles.

2. Schedule interviews efficiently

Use Copilot to schedule follow up interviews between candidates and the hiring manager.



Copilot in Outlook

Streamline scheduling multiple candidates for interviews by asking Outlook to identify and schedule interviews.

3. Create onboarding materials quickly

Use Copilot to create role-specific onboarding materials.



Copilot in Word

Reduce time to prepare onboarding documents leading to increased employee satisfaction and speed to onboard; helping employees' reach productivity quickly.

6. Automate performance review prep

Automate data collection and report generation for performance reviews.



Copilot in Word
Copilot in Excel

Compile data quickly and generate individual review reports to support the process.

5. Collect feedback on onboarding and training

Analyze employee survey data and summarize key findings to refine delivery and relevance.



Copilot in Excel

Focus on overall employee satisfaction and onboarding experience by responding to feedback and refining onboarding and training.

4. Develop training material

Build training materials that are tailored to each role and employee.



Copilot in PowerPoint

Keep training relevant to the audience by using Copilot to mine historical documents to update with relevant training content. As internal systems change training can adapt to it more quickly.