

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. Train your employees on Copilot to save time and money during the hiring process to recruit and hire top talent as your business grows.



Omar is the sole HR manager for a regional technology company that is looking to hire a new designer for their marketing team. Omar needs to recruit applicants and interview potential candidates before they meet with the head of the marketing department while also ensuring that the company’s employees feel supported and have access to the information they need to get their jobs done.

8:00 AM

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.

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 in Microsoft Word 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.

Based on candidate number one’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 in Microsoft Teams to suggest follow-up questions and summarize the key points the candidate made. He then shares the summaries with the hiring manager to review.

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 in Word to summarize the email threads. He uses the summaries to draft responses so employees have the information they need to complete their work and feel supported.

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



Microsoft 365 Copilot offers the solutions your human resources team needs to automate talent acquisition. Contact us to learn more about how we can help you take advantage of Copilot to augment the hiring process.

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Interested in seeing more ways Microsoft 365 Copilot can assist with everyday tasks across your business? Check out the [Microsoft Copilot Scenario Library](#).