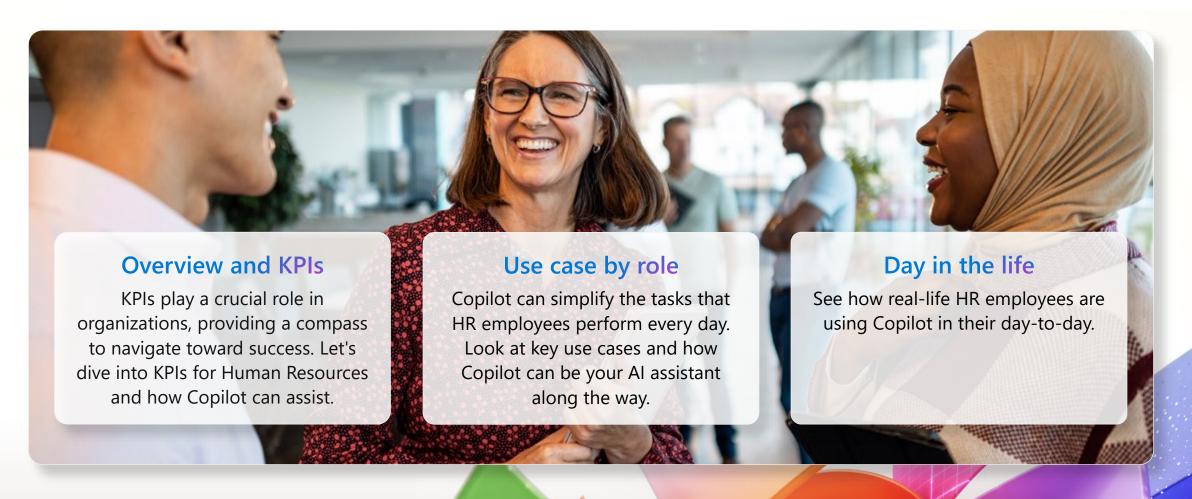


# Copilot scenarios for HR



# Copilot scenarios for HR



# Using Copilot in HR



Goals and challenges With changing worker expectations, multi-generational workforces, and hybrid workplaces it's becoming harder to keep talented people. Copilot can help to simplify access to data, improve quality and increase creativity, resulting in improvements to essential key performance indicators.



**Copilot can** assist with ...

Copilot helps you improve HR processes and access to information.

- Streamline your recruiting process Copilot
- Managing internal job transitions
- · Improving organizational health metrics
- Deliver insights to managers
- Resolving employee issues
- Update policy document
- Improve onboarding processes
- Analyze hiring practices
- Candidate Search
- Streamline benefits and compensation





**Employee Development** 





Planning and **Compliance Business Alignment** 



**Talent Acquisition** 

### **Transform HR processes**



Compensation & benefits



**Employee** engagement



Learning & development

#### Microsoft Copilot opportunity to impact key departmental KPIs



Cost per hire

Organizations can improve the hiring process by using Copilot to help write job descriptions, summarize interviews, avoid bias when identifying top candidates, improve candidate communications, and improve onboarding processes.



**Employee** turnover rate Copilot can help all employees get more satisfaction in their job by assisting with challenging tasks and instead working on higher value activities. It also makes many tasks faster, which can reduce overtime requirements.



Reduce onboarding time

Speed time to value of new employees by simplifying access to information and training.



Revenue growth Cost savings and avoidance



Improve employee experience

# **KPI – Cost per hire**



Copilot can help HR streamline the hiring process by assisting with writing job descriptions, conducting interviews and drafting communications to candidates.



### Roles

Human Resource Managers Department Hiring Managers

## **How Microsoft Copilot can help with hiring**

# Improve quality of recruitment experience and materials

- Improve job descriptions
- Prepare for interviews
- Improve quality of emails and chats with candidates

#### Improve employee meetings

- Organize information from past interactions
- Completely focus during the meeting

# Inform market research

- Draft candidate and new employee surveys
- Analyze surveys to gain valuable insights into what makes employees happy or areas that need improvement within the organization



# **Microsoft AI solutions**

Copilot for Microsoft 365 Microsoft Copilot Microsoft Copilot Studio

# **KPI – Employee turnover rate**



Reducing the stress of everyday tasks by using Microsoft Copilot to reduce complexity and save time can help to improve employee satisfaction, which has been shown to improve retention.



# Roles

Human Resource Managers Department Hiring Managers

## How Microsoft Copilot can help employee turnover rates

#### Save time

- Simplify processes and reduce mundane tasks
- Reduce stress by creating a first draft for difficult emails and documents
- Keep work organized
- Reduce overtime requirements

#### Foster a productive culture

- Draft and analyze employee surveys
- Improve benefit discoverability and usage
- Make internal announcements more impactful



# **Microsoft AI solutions**

Copilot for Microsoft 365 Microsoft Copilot

# **KPI – Reduce onboarding time**



Reducing ramp up time is beneficial for everyone. It boosts employee confidence and engagement. It helps shorten the learning curve allowing employees to make an impact sooner.



# Roles

Human Resource Managers Department Managers

# How Microsoft Copilot can help reduce onboarding time

#### **Create onboarding materials**

- Use Copilot to draft training guides
- Use Copilot to enhance employee handbooks

#### Improve onboarding process

- Generate onboarding documents and contracts
- Integrate relevant company policies and resources into the onboarding materials
- Draft check in emails to new hires to send during first 60 days on the job



# **Microsoft AI solutions**

Copilot for Microsoft 365 Microsoft Copilot

# KPI – Increase benefit usage



Create improved interfaces for employees to learn about their benefits and improve registration processes.

## How Copilot can help increase benefit usage

#### Create HR benefit campaign

- Generate news and announcements from your HR team or department
- Communicate policies and procedures for HR-related matters, such as benefits, payroll, performance, and compliance

#### Improve the quality of benefit materials

- Create forms and workflows for HR-related requests, such as leave, expense, feedback, and recognition
- Surface learning opportunities and resources for employees.

#### Improve benefits information sessions

- Use meeting recap
- Generate follow up communications



#### Roles

Human Resource Managers Benefit Managers



# **Microsoft AI solutions**

Copilot for Microsoft 365 Microsoft Copilot + Viva

# KPI – Improve eNPS



Employee Net Promoter Score (eNPS) is a valuable metric for assessing employee engagement. It measures how likely your employees are to recommend your organization as a great place to work to their friends or family. Microsoft Copilot plays a pivotal role in enhancing employee Net Promoter Scores (eNPS) by fostering a positive work environment and empowering employees.

### How Copilot can help improve eNPS scores

#### **Create internal feedback loop**

- Draft employee surveys
- Analyze surveys to gain valuable insights employee sentiment

#### **Automate repetitive tasks**

 Get to first draft faster by leveraging Copilot and Copilot in Word; reclaim time for creative/strategic projects

#### **Improve All Hands and Team meetings**

- · Prepare for the meeting
- Focus during the meeting with Teams recap and transcription
- Generate follow up communications



### Roles

Human Resource Managers

Benefit Managers



# **Microsoft AI solutions**

Copilot for Microsoft 365 Microsoft Copilot

Available with: Microsoft Copilot

**KPIs impacted** 





Value benefit



Employee experience

#### 1. Create a Job Description

Ask Microsoft Copilot to create job descriptions for any role.



#### Copilot

**Prompt:** Write a job description for a Head of Product Director role with 5+ years of experience.

# 2. Create Interview Questions

Brainstorm interview questions specific for any role with Copilot. Create both behavioral and technical questions depending on your needs.



#### Copilot

**Prompt:** Generate 5 interview questions for an Executive Assistant with 10+ years of experience.

#### 3. Research salary levels

Find typical salary levels for positions based on geography.



#### Copilot

**Prompt:** Provide a typical salary range for a Head of Product Director role with 5+ years of experience in these five cities.

#### 6. Make introductions

Draft an email to introduce your new employee to their team.



#### Copilot

**Prompt:** Draft an email to introduce Jane to their new team based on this information from their resume.

#### 5. Create Onboarding Materials

Streamline the onboarding process by creating onboarding materials that help your new hire acclimate to their role quicker.



#### Copilot

**Prompt:** Develop a 3-month plan to onboard a new hire.

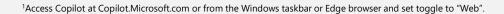
#### 4. Create an Offer Letter

Found the perfect candidate? Use Copilot to quickly draft an offer letter for you to send.



#### Copilot

**Prompt:** Draft a customizable template for an offer letter.



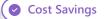
**KPIs** impacted



Reduce onboarding time



Value benefit



Employee experience

#### 1. Quickly screen candidates

Prompt Copilot<sup>1</sup> to surface the most qualified candidates, referencing relevant documents and pulling in employee information from the HR system with Copilot Studio.



#### Copilot

+Copilot Studio

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

### 2. Schedule interviews

Use Copilot<sup>1</sup> to help schedule follow up interviews between candidates and hiring managers



#### Copilot

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

# 3. Create onboarding materials

Use Copilot in Word to create role-specific onboarding materials.



#### Copilot in Word

Reduce time to prepare, search and summarize onboarding documents leading to increased employee satisfaction and helping employees' reach productivity quickly.

#### 6. Prepare for performance reviews

Use Copilot in Word to generate reports for performance reviews.



#### **Copilot in Word**

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

#### 5. Collect feedback

Analyze employee survey data with Copilot in Excel 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.

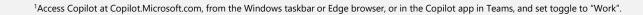
#### 4. Develop training material

Use Copilot in PowerPoint to create 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.



# **HR** | Streamline benefits and compensation

**KPIs** impacted



Value benefit

Employee experience

#### 1. Conduct market research

Prompt Microsoft Copilot<sup>1</sup> to research the latest industry trends and data regarding competitive compensation rates and benefits.



#### Copilot

Quickly generate tables of average salaries by market for different roles.

6. Communicate changes

#### 2. Draft Executive Summary

Use Copilot in Word to draft a plan for talent planning to share with your executive staff for next fiscal year.



#### Copilot in Word

Turn a few thoughts on the data collected into a detailed planning document.

#### 5. Revise policy document

Use Copilot in Word to revise relevant sections of the compensation policy document.



#### Copilot in Word

**Turn the bullet points** from the executive presentation into text for the policy document.

#### 3. Update financial model

Use Copilot in Excel to rapidly update the financial model.



#### **Copilot in Excel**

Make rapid updates to the financial model with Copilot.

#### 4. Present updates

Use Copilot in PowerPoint to generate an executive presentation detailing the new compensation strategy.



#### **Copilot in PowerPoint**

Create a set of slides from the meeting notes to document the strategy and then copy in the Excel charts.





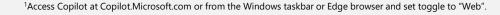
**Copilot in Outlook** 

Use Copilot in Outlook to draft an email

policy to department managers.

communicating changes to the compensation

**Draft an email** to a group of department managers that provides detail and timelines regarding employee annual reviews and changes to the overall compensation and benefits.



Copilot for Microsoft 365 (with Copilot Studio plug-ins)

**KPIs impacted** 





Value benefit





#### 1. Identify data sources

Identify multiple data sources which can provide insights into manager capability, employee relations, and organizational health. Access HR system data using plugins built in Copilot Studio.



# Copilot<sup>2</sup> +Copilot Studio

Use Copilot **to rapidly locate** relevant data which indicates and impacts organization health.

6. Communicate to managers

Communicate plan and actions to organization

managers and monitor engagement.

#### 2. Analyze data

Analyze data, summarize findings, provide insights and create organizational health reports.



#### **Copilot in Excel**

Highlight org health scores yellow where YoY % change exceeded -20%. Generate an org health report that summarizes the data and insights into 9 components: leadership, innovation, etc.

#### 5. Meet with Key Stakeholders

Schedule the meeting to present the plan and gain stakeholder feedback.

# Copilot in Outlook

**Draft with Copilot:** an email to a group of managers that provides detail and timelines regarding organizational health action plans.

## 4

#### **Copilot in Teams**

Use Copilot during the meeting to "list main ideas we discussed" and then review the Al notes "Follow-up tasks" after the meeting to finalize the plan.

#### 3. Develop action plan

Leverage insights and reporting to draft a detailed, actionable implementation plan to improve organizational health.



#### Copilot in Word

I am a human resources consultant. **Create an action plan** based on the organizational health report and insights. Include tasks and timelines.

#### 4. Generate the proposal

Generate a presentation detailing the plan which includes images and tables.



#### **Copilot in PowerPoint**

**Create a presentation from file** [plan.docx] for HR leaders that clearly articulates how the plan will enable organizational health goals.



<sup>&</sup>lt;sup>1</sup>Access Copilot at Copilot.Microsoft.com or from the Windows taskbar or Edge browser and set toggle to "Web".

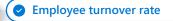
<sup>2</sup>Access Copilot at Copilot.Microsoft.com, from the Windows taskbar or Edge browser, or in the Copilot app in Teams, and set toggle to "Work".

Copilot for Microsoft 365 (with Copilot Studio plug-ins)



**KPIs impacted** 





Value benefit





#### 1. Identify key metrics

Identify key metrics which can provide insights into manager capabilities and opportunities. Access HR system data (using plugins built in Copilot Studio.



### Copilot<sup>2</sup>

+Copilot Studio

Use Copilot **to rapidly locate** relevant manager metrics (employee survey, attrition, training consumption) which impact team health.

#### 6. Adjust and iterate

Based on the impact of the actions, adjust approach and continue to iterate.



#### **Copilot in Loop**

**Brainstorm activities to empower and improve effectiveness** of people managers in an organization. Invite colleagues to iterate on ideas.

#### 2. Gather data insights

Analyze data/metrics, summarize findings, provide insights and create potential manager opportunities.



#### **Copilot in Excel**

Highlight manager team training scores yellow where values are less than 100%. Generate a manager report that summarizes the data and insights.

#### 5. Align and track

Schedule a meeting to present the opportunities, aligns and track the actions items.



#### **Copilot in Teams**

Use Copilot during the meeting to "list main ideas we discussed" and then review the Al notes "Follow-up tasks" after the meeting to finalize the plan and track.

#### 3. Identify best practices

Based on the data/insights, locate and determine best practices for managers to follow to improve upon the key metrics.



#### Copilot<sup>2</sup>

+Copilot Studio

I am a human resources consultant. **Create a planning document** based on the manager report and best in class manager practices.

#### 4. Communicate opportunities

Draft and send email to managers sharing the data insights and best practices with them for consideration.



#### **Copilot in Outlook**

#### **Draft with Copilot: an email to managers**

sharing opportunities based on best practices and their manager insights. Tone = Direct and Length = Medium

<sup>&</sup>lt;sup>1</sup>Access Copilot at Copilot.Microsoft.com or from the Windows taskbar or Edge browser and set toggle to "Web".

<sup>2</sup>Access Copilot at Copilot.Microsoft.com, from the Windows taskbar or Edge browser, or in the Copilot app in Teams, and set toggle to "Work".

**KPIs** impacted





Value benefit



Employee experience

#### 1. Summarize the challenge

Aggregate a long and complex email thread of conversations to create a holistic and summarized view of the challenge (employee engagement, retention, diversity and inclusion, etc.).



#### **Copilot in Outlook**

**Select "Summarize"** to understand key issues and proposed solutions from lengthy email threads related to the HR challenge.

6. Communicate to teammates

Communicate plan and actions to appropriate stakeholders and monitor engagement.

#### 2. Access resources

Identify relevant and timely resources to help solve for this common or complex challenge.



scenarios.

#### Copilot<sup>2</sup> +Copilot Studio

Use plugins built in Copilot Studio to rapidly identify relevant and timely data on how to

#### 5. Update documentation

Update the approach, procedure and/or policy documentation as applicable.

approach common or complex employee

# **Copilot in Outlook**

**Draft with Copilot:** an email to stakeholders that provides detail and timelines regarding action plans to address the HR challenge.

#### Copilot in Word

Leverage the meeting feedback to update the approach. Rewrite this section to update the "days to respond" from 5 business days to 3 business days.

#### 3. Brainstorm ideas

Create a list of questions needed to help solve this challenge.



#### **Copilot in Loop**

Prior to a scheduled meeting, have teammates build upon the Loop: brainstorm ideas to address the HR situation and challenge.

#### 4. Collaborate with teammates

Schedule a meeting to discuss the options.



#### **Copilot in Teams**

Use Copilot during the meeting to "list main ideas we discussed" and then review the AI notes "Follow-up tasks" after the meeting to confirm or update the approach and documentation.

<sup>&</sup>lt;sup>1</sup>Access Copilot at Copilot.Microsoft.com or from the Windows taskbar or Edge browser and set toggle to "Web"

<sup>&</sup>lt;sup>2</sup>Access Copilot at Copilot.Microsoft.com, from the Windows taskbar or Edge browser, or in the Copilot app in Teams, and set toggle to "Work".

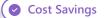
**KPIs impacted** 







Value benefit





#### 1. Identify changes in policy

Compare the new and old policy documents and make a table of the key policy differences. Translate the results into local language.



#### Copilot<sup>2</sup>

**Compare policies in these two documents** and make a table of the key policy differences. Translate the results to Spanish.

#### 6. Continuous improvement

Communicate changes to Support Advisors and monitor impact/feedback.



#### **Copilot in Outlook**

**Draft with Copilot:** a reply email to the department that provides detail and timelines regarding improvements and changes.

#### 2. Draft new FAQ

Create a new FAQ document that explains the changes and explores what impact it may have on employees and what concerns they might have.



#### Copilot in Word

Make a list of likely questions that employees will have about this change in policy and provide answers to each question based on the policy document.

#### 5. Collect feedback

Engage with support advisors to depict the data, plan, actions and support material required to implement the new policy.



#### **Copilot in Teams**

Use Copilot during the meeting to "list main ideas we discussed" and then review the Al notes "Follow-up tasks" after the meeting to confirm or update the approach and documentation.

#### 3. Create plan

Create a plan for change management that updates curated content, employee-facing material, and advisor training and communications



#### Copilot<sup>2</sup>

Using the insights from the previous step, prompt Copilot: I am a human resources support advisor. **Create a change management plan** based on the updated policy. Include tasks and timelines.

#### 4. Develop material

Build training materials which are tailored to the case and employee/role.



#### **Copilot in PowerPoint**

**Create a presentation from file** [plan.docx] and relevant documents about [insert case] to train Human Resources support advisors on applying the new policy.



<sup>2</sup>Access Copilot at Copilot.Microsoft.com, from the Windows taskbar or Edge browser, or in the Copilot app in Teams, and set toggle to "Work".

**Copilot for Microsoft 365** 

**KPIs** impacted



Value benefit





#### 1. Crowdsource onboarding resources

Gather input from team members about resources that have proven most valuable in onboarding. Summarize input based on top votes collected.



**Copilot in Loop** 

**Draft an onboarding plan and checklist** for a new human resources support advisor.

#### 6. Build support material

Build training materials which are tailored to the employee/role.



**Copilot in PowerPoint** 

#### "Create a presentation from"

[onboardingplan.docx] for new hires to the human resources support advisor team.

#### 2. Identify network

Find individuals who can support your new hire's work and offer complementary skills to help them connect more effectively and quickly



**Copilot in Teams** 

Identify 10 company employees in the [department name] organization who would be knowledgeable experts to help new [job role] onboard quickly and efficiently.

#### 5. Create onboarding plan

Create onboarding plan specific to service line that references most recent materials, summaries, and subject matter experts to accelerate new hire's learning



Copilot in Word

I am a human resources support advisor. Create an onboarding plan for a new team member including timelines.

#### 3. Simplify policies

Summarize policies and understand how they've changed over time to build context for the new employee.



Copilot in Word

"Summarize this doc" into 10 key topics and terms with descriptions and a summary of how the policy has changed over time. Translate into another language to facilitate understanding.

#### 4. Summarize key discussion points

Pull notes from different conversations, Chats, emails, and more into a summary that highlights key themes, simplifying volumes of information



**Copilot in Teams** 

"List the main ideas we discussed" to develop stronger understanding of content, terms, and topics.

<sup>&</sup>lt;sup>1</sup>Access Copilot at Copilot.Microsoft.com or from the Windows taskbar or Edge browser and set toggle to "Web"

<sup>&</sup>lt;sup>2</sup>Access Copilot at Copilot.Microsoft.com, from the Windows taskbar or Edge browser, or in the Copilot app in Teams, and set toggle to "Work".

Available with:

**Copilot for Microsoft 365** 

Scenario level: 
Get started

**KPIs impacted** 



Value benefit





#### 1. Connect data sources

Connect various data sources such as applicant tracking systems, LinkedIn, HR insights, and Power BI to Copilot for Microsoft 365.



#### Copilot<sup>2</sup>

Use Copilot **to rapidly locate** relevant data which indicates and impacts the hiring pipeline.

6. Improve hiring pipeline reviews

Based on the impact of the actions, adjust approach

# 2. Analyze data

Analyze data, summarize findings, and provide candidate insights, pipeline, capacity, and hire quality.



**Copilot in Excel** 

What is the average of "Time to hire"?

#### 5. Track progress

Track the progress of the hiring pipeline.

and continue to iterate.

#### **Copilot in Loop**

Brainstorm ideas to improve the hiring pipelines process and ask colleagues to contribute and provide feedback in Loop.



#### **Copilot in Excel**

In addition to "What is the average of 'Time to hire'?", monitor "What is the average 'Candidate Satisfaction'?" to compare the impact of hiring process changes.

#### 3. Generate reports

Create reporting and visualizations to better understand the hiring pipeline and make data-driven decisions.



#### **Copilot in Excel**

To better articulate the data, **highlight the cells yellow** where "Time to hire" exceeds 60 days.

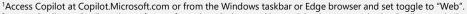
#### 4. Collaborate with team

Schedule a meeting to present the report, insights, and to gain feedback.



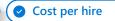
#### **Copilot in Teams**

"Generate meeting notes" after the call to capture key topics and action items.



<sup>2</sup>Access Copilot at Copilot.Microsoft.com, from the Windows taskbar or Edge browser, or in the Copilot app in Teams, and set toggle to "Work".

**KPIs impacted** 



Value benefit





#### 1. Conduct market research

Research the latest industry trends and data regarding competitive job descriptions.



#### Copilot1

Generate a table of key skills and experience required for software engineers at a large enterprise technology company based on market trends and leading technology companies.

#### 6. Finalize candidate slate

Engage with hiring manager to gain feedback on candidate slate and align on next steps.



#### **Copilot in Teams**

"Recap the meeting" to review key topics and "List action items". Paste actions in the meeting chat and tag owners to confirm or update the candidate slate.

#### 2. Create job description

Create a job description which leverages the market research gathered.



#### Copilot1

**Generate a software engineer job description** that includes skills, qualifications, and responsibilities. Reference jobs at large, enterprise tech companies.

#### 5. Communicate potential candidates

Draft and send email to hiring manager sharing potential candidates and insights with them for consideration.



#### **Copilot in Outlook**

"Draft with Copilot" an email to the hiring manager that summarizes the candidates and the key insights for hiring consideration. (Include the table from the Word document.)

#### 3. Identify potential candidates

Indicate keywords from your job description to surface potential candidates. Access HR system data using plugins built in Copilot Studio.



#### Copilot<sup>2</sup>

+Copilot Studio

Rapidly identify possible candidates which meet role job requirements reducing time spent from hours to minutes.

#### 4. Create candidate slate

Draft a detailed view of potential candidates and insights so a hiring manager can easily evaluate candidates.



#### Copilot in Word

**Summarize these candidates in a table format** with a pros column and a cons column.

<sup>&</sup>lt;sup>1</sup>Access Copilot at Copilot.Microsoft.com or from the Windows taskbar or Edge browser and set toggle to "Web".

<sup>2</sup>Access Copilot at Copilot.Microsoft.com, from the Windows taskbar or Edge browser, or in the Copilot app in Teams, and set toggle to "Work".

Omar asks Copilot in Word to summarize the

Copilot in Word

organization's new compliance handbook to ensure

it has the key points. He then commands Copilot to

**Summarize** the [Contoso Compliance Handbook]

in about four paragraphs for an executive and

Copilot for Microsoft 365 (with Copilot Studio plug-ins)

# A day in the life of a HR Manager

**Benefits** 

~1 hour per week

Areas of investment: Creative solutions



#### 8:00 am

Omar starts the day at home with an interview for a new bank teller candidate. He uses Copilot1 to research the candidate's previous companies.



Copilot

What are some good follow up questions to learn more about this person's skills and experience?

#### 9:35 am

At the office, Omar uses Copilot in Teams to summarize some chat threads that occurred overnight and can quickly assess the situation and provide guidance to his team to address the issue.



2:00 pm

explain the team's initiatives.

**Copilot in Teams** 

Summarize this thread and include the key issues and suggestions for resolution along with who had the suggestions.

Omar commands Copilot in PowerPoint to add

**Copilot** in PowerPoint

a slide to his presentation that can be used to

headcount, using a plugin built in Copilot Studio to



Add a column that averages the other columns for each month.

#### 4:00 pm

Omar has missed a few calls and emails. He prompts Copilot<sup>1</sup> to summarize recent email threads and calls, and then uses Copilot in Outlook to draft email responses.

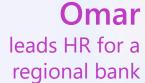




Copilot in Outlook

Add a slide about potential HR initiatives. Summarize this thread.

<sup>1</sup>Access Copilot at Copilot.Microsoft.com or from the Windows taskbar or Edge browser and set toggle to "Web".







10:00 am

fill in the missing sections.

provide a list of key points.

Omar prompts Copilot<sup>1</sup> for details about open pull in HR system data.



+Copilot Studio

<sup>&</sup>lt;sup>2</sup>Access Copilot at Copilot.Microsoft.com, from the Windows taskbar or Edge browser, or in the Copilot app in Teams, and set toggle to "Work".

Copilot for Microsoft 365 (with Copilot Studio plug-ins)



leads HR for a

technology

company

Aina



Areas of investment: Teamwork

New initiatives

#### 8:00 am

Aina needs to create a job description that is a blend of two roles.

Copilot in Word

Generate a job description that blends a product marketing strategist and a sales role based on these job descriptions.

#### 9:35 am

Aina needs to review some applications she has received.



**Copilot in Outlook** 

Use **Summary by Copilot** to pull out the key points in an email.

#### 10:00 am

Aina decides to schedule an interview with a candidate. She uses Copilot to draft a reply to their email that suggests times to meet.



**Copilot in Outlook** 

**Use the Schedule Interview** prompt suggestion to draft an email. Then ask Copilot to add some available times for an interview.

# 1:00 pm

Aina needs to schedule a vacation and uses a Copilot plug-in to generate the request



+PTO system plug-in

Generate 10 great interview questions based on [resume] and [job description]

#### 2:00 pm

Aina needs to schedule a vacation and uses a Copilot plug-in to generate the request



Copilot<sup>2</sup>

I'd like to submit a vacation request for 3/24 – 4/4

<sup>1</sup>Access Copilot at Copilot.Microsoft.com or from the Windows taskbar or Edge browser and set toggle to "Web".

<sup>&</sup>lt;sup>2</sup>Access Copilot at Copilot.Microsoft.com, from the Windows taskbar or Edge browser, or in the Copilot app in Teams, and set toggle to "Work".



# To schedule a Copilot workshop contact:

Arnold Dixon
Executive Vice President
LOOK Innovative Agency | Microsoft Partner
1151 Hammond Drive | Suite 240
Atlanta, Georgia 30346
p. (404) 445-4990

e. arnold.dixon@lookinnovative.com

w. <a href="https://enterprise.lookinnovative.com">https://enterprise.lookinnovative.com</a>

