

HR Copilot, asistentul digital Microsoft 365 pentru echipele HR

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Copilot for Microsoft 365

Agenda

Introduction to HR Copilot
Key Metrics from the Work Trend
Index
Impact by Function
Improving Workflows
Microsoft 365 Copilot AI for HR
Microsoft 365 Copilot augmented
hiring workflow

Early Access Program survey results

All Up Value

- 70% are more productive
- 68% improved the quality of their work
- 37% feel more fulfilled at work
- 71% spend less time on mundane tasks

Value by Workflow

- 64% spend less time processing email
- 75% spend less time searching for information in their files
- 84% find it easier to take action after a meeting
- 3.8x faster at catching up on missed meetings
- 85% get to a good first draft faster

Value by Role / Function

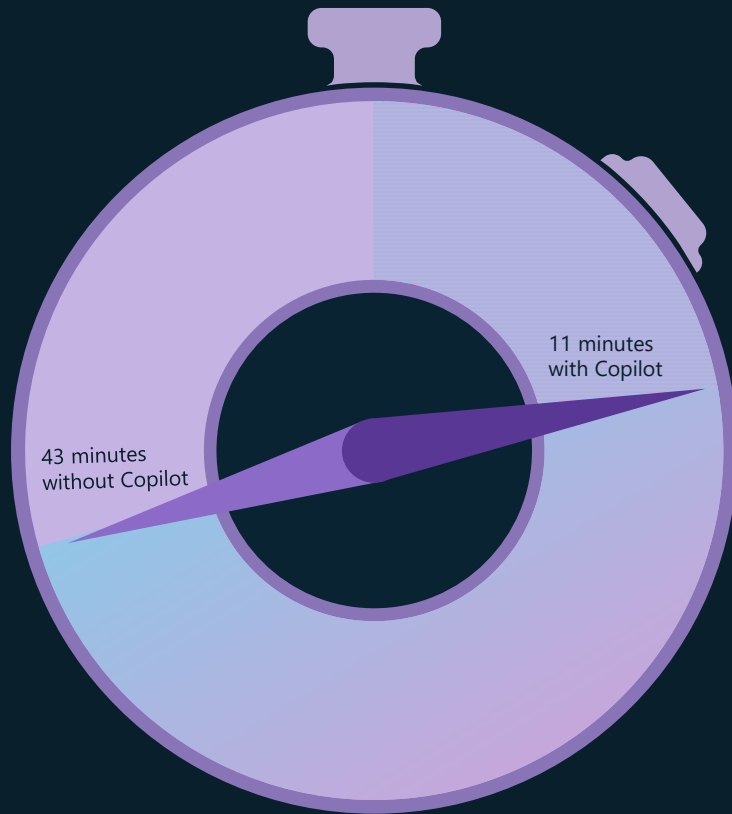
- 79% reduced their administrative workload
- 68% keep their CRM up to date with less effort
- 67% spend more time with their customers
- 64% better personalize customer engagements

How much is Copilot worth to users?

- 77% choose Copilot over free lunch
- 77% would not want to go back to working without Copilot
- 30% access to Copilot would influence my choice of employer

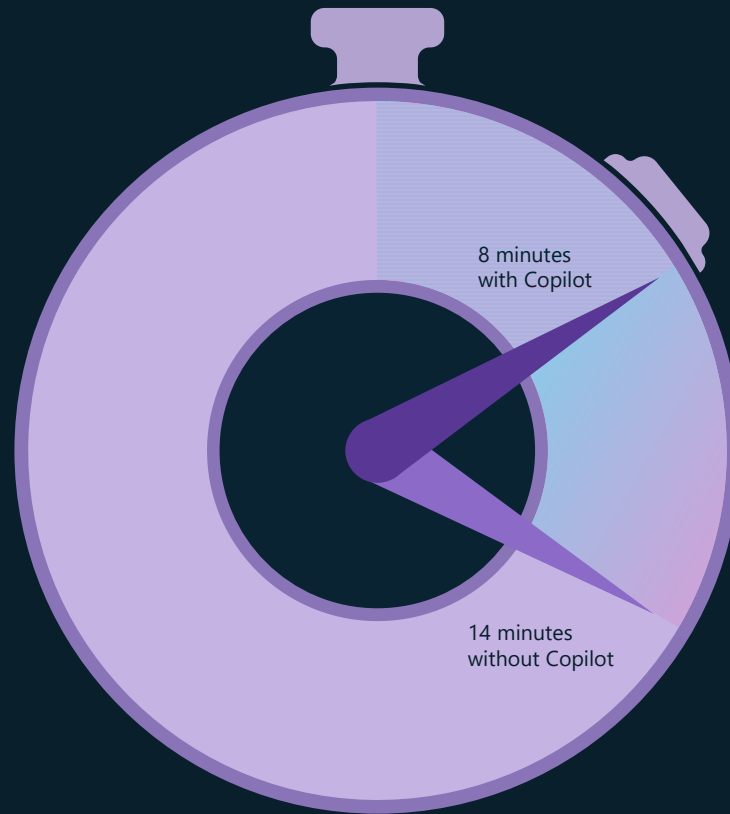
Key Metrics from the Work Trend Index

Summarize a missed meeting



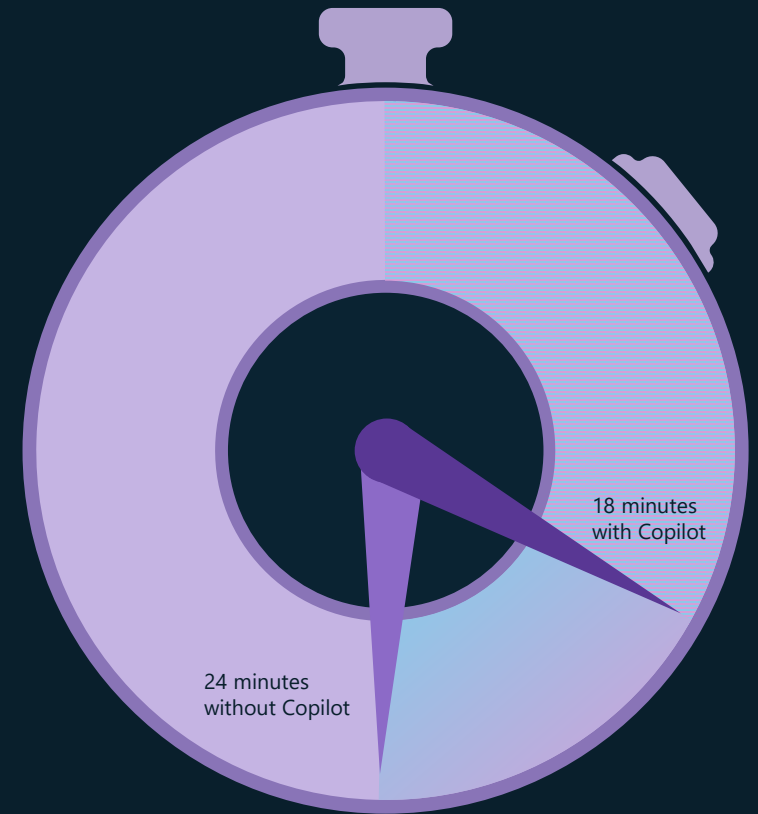
Time Saved
32 minutes

Write a first draft



Time Saved
6 minutes

Search for information



Time Saved
6 minutes

Work Trend Index

How fast you can recover the cost of Copilot

Executive
\$200,000

Saving 1 hour at a pay rate of \$200,000/year saves \$100.

3.3 minutes/day breakeven

Manager
\$100,000

Saving 1 hour at a pay rate of \$100,000/year saves \$50.

6.5 minutes/day breakeven

Individual Contributor
\$60,000

Saving 1 hour at a pay rate of \$60,000/year saves \$30.

11 minutes/day breakeven

How long to break even

Assumes 2,000 hours per year and 22 days/month worked and a cost of \$30/month for the Copilot license and only converting 25% of time savings to value benefits

Improving Workflows



Meetings

Quickly catch up on meetings you missed

Summarize a meeting and identify next steps

Run a more effective meeting



Search

Get answers from across all your data

Uncover key insights

Quickly summarize email and chat threads

Quickly catch up on the key points of a document or presentation



Content creation

Jumpstart creativity, and write and edit like a pro

Create documents, presentations, charts, and tables

Draft email and chat replies instantly

Create powerful and professional visualizations



Microsoft 365 Copilot AI for HR



Microsoft 365 Copilot augmented hiring workflow



Hiring and onboarding typically costs a full year's salary for each employee lost to attrition. Microsoft 365 Copilot can help you create a more efficient hiring process that reduces costs and help ensure that you are selecting the most suitable candidates



How much time can you save per hire?

Using Copilot not only saves time, it speeds the tedious tasks allowing the recruiter to focus on the talents of the people applying for the position.



Copilot in Word

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

 Avoid simple tasks

 Save time



Microsoft 365 Chat

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

 Avoid simple tasks

 Save time



Copilot in Loop

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

 Avoid simple tasks

 Save time



Copilot in Teams

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

 Improve quality of interview

 Save time



Copilot in Word

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

 Improve quality of letter content

 Save time



Copilot in PowerPoint

Create powerful onboarding materials in PowerPoint.

 Improve quality of onboarding content

 Save time

Microsoft 365 Copilot augmented hiring workflow



How to prompt

Create a job description

Starting from a blank document prompt Copilot in Word

Create a job description for a senior animation designer role, based on the [Design Team Core Responsibility](#) document.



Discover qualified candidates

Prompt Copilot in Microsoft 365 Chat

Based on [Candidate #1 resume](#) provide a summary of the skills, experience, and qualifications of the candidate.



Create interview questions

Prompt Copilot in Loop to create a set of interview questions

Create a set of interview questions for the position of Senior Animation Designer. Ask about previous experience, goals, and include some questions about personal interests.



Conduct an interview

During the interview prompt Copilot in Teams

What would some good follow up questions be based on what we have already discussed and are there any questions that I have not answered?



Create an offer letter

Starting in a new email prompt Copilot in Word prompt

Create an offer letter to Maya for the position of Senior Animation Designer with a start date of March 16th. Include details on our benefits from our [Benefits Handbook](#).



Create onboarding materials

Starting with a new presentation prompt Copilot

Create a presentation from [Word document link to Senior Animation Designer Job Description] Create an overview the job responsibilities.





A day in the life of an HR manager

8:00 AM

Omar starts the day at home with an interview for a new teller candidate. He commands Copilot to suggest follow up questions and summarize the key points the candidate made.

Improve candidate quality

Copilot in Teams

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

9:35 AM

At the office Omar summarizes some chat threads that occurred overnight at a subsidiary and can quickly assess the situation and provide guidance to his team to address the issue.

Speed time to resolution

Copilot in Teams

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

10:00 AM

Omar asks Copilot to create a summary of the organization's new compliance handbook to ensure it has the key points. He then commands Copilot to fill in the missing sections.

Improve content

Copilot in Word

Summarize the Contoso Compliance Handbook in about four paragraphs for an executive and also provide a list of key points.

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.

Save time

Copilot in Outlook

Summarize this thread.

2:00 PM

Omar commands Copilot to add a slide to his presentation that can be used to explain the team's initiatives.

Improve presentation quality

Copilot in PowerPoint

Add a slide about potential HR initiatives

1:00 PM

Tracking some employee experience initiatives, Omar checks the latest attrition numbers in Excel and asks Copilot to produce a chart for his presentation to his leadership team.

Save time

Copilot in Excel

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



Omar leads HR for a regional bank

Thank you!

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