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.

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.

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.

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.

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.

Copilot in PowerPoint

Add a slide about potential HR initiatives

1:00 PM

The bank has recently initiated some employee experience initiatives, so Omar checks the latest attrition numbers in Excel and asks Copilot to add some calculations and produce a chart for his presentation to his leadership team.

Copilot in Excel

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

Omar leads HR for a regional bank