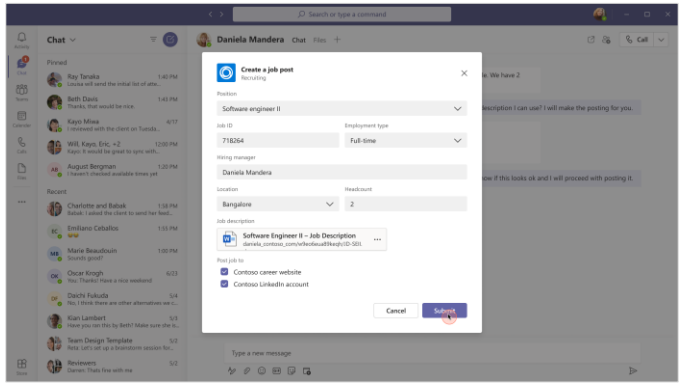
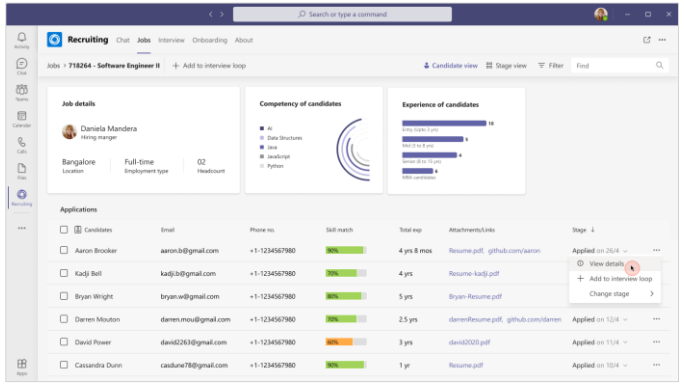
1. Prepare JD & Post Vacancies



- Coauthor JDs in Teams
- Connect with HR SPOC for verification
- Open position in Talent Management Tool like Dynamics, ADP etc

2. Analyze & Shortlist Candidates

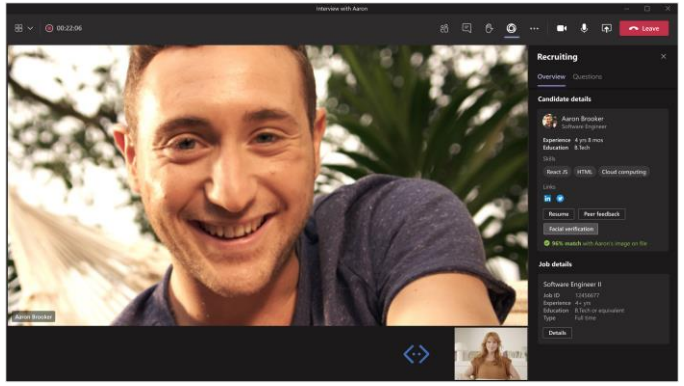


- Create Teams with business & HR
- Coordinate availability & acceptance
- Auto Schedule & Sharing Teams Meeting for interview

Kickstart Onboarding Process

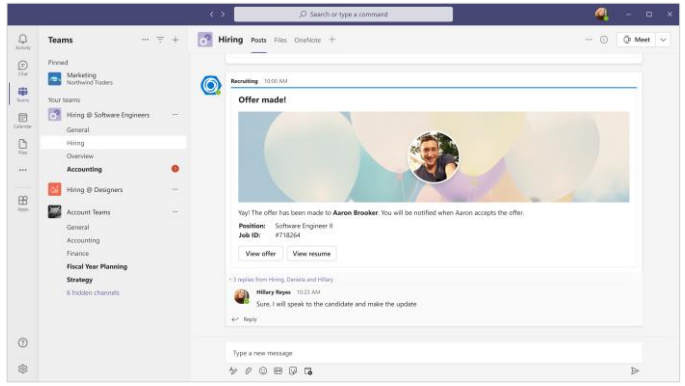
Welcome Employee of first Day of Joining!

3. Conduct Interviews to Evaluate Candidates



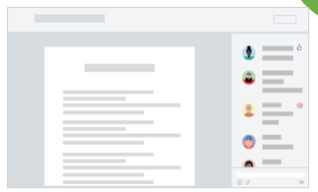
- Virtual Interview on Teams
- Interviewer access QB in the interview and note feedback in Teams
- Update notes & data in Talent Mgmt Tool

4. Prepare & Rollout offer



- HM & HR notified on Feeback from interviews in Channel
- Offer details updated & approved in Teams
- Details submit in Talent Tool to notify Candidate

Hiring Manager works with Recruiter over 1:1 chat to collaborate and build a JD to post open role on external job portal



Hiring Manager receives candidate applications. Compares and analyzes profiles and screens for subsequent interview stage

All recruiters are brought together to form a Recruiting Team. Recruiter coordinates scheduling interviews based on candidate and interviewer availability

Interviewers use internal knowledge base, Q&A banks to prep for objective interviews

Interviewer conducts interview over Teams meeting. Interviewer takes notes and evaluates using meeting app

Hiring Manager, recruiter and interviewers discuss about candidates in common channel for process clarifications

After all feedback is received hiring Manager and recruiter discuss offer terms and roll outs offer to qualified candidates

Newly hired candidates information is sent to onboarding team to kickstart onboarding process

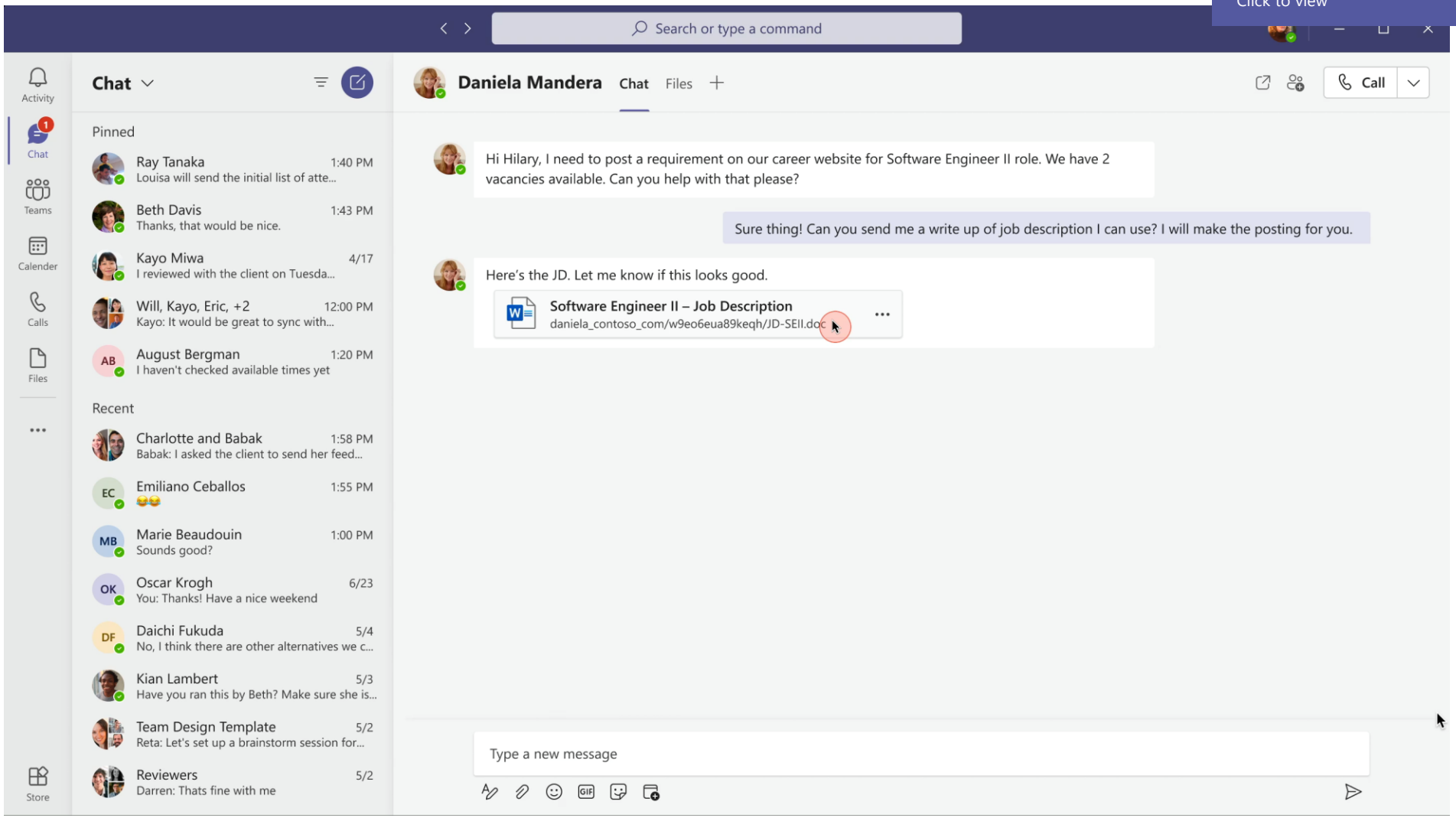
Hiring Managers and recruiters are notified as candidates accept offer. The vacancy is removed from job portals

Hiring Manager receives candidate applications. Compares and analyzes profiles and screens for subsequent ir

Incoming Applications from Candidates

Click to view

- Hiring Manager and Recruiter collaborate to create a clear, succinct job description over **1:1 chat using document sharing**
- Recruiter uses **Messaging action** to prepare a job post with the finalized job description
- Recruiter posts the job post on Contoso career portal and LinkedIn accounts for wider reach
- **Proactive notification alerts** help Hiring manager keep track of incoming applications



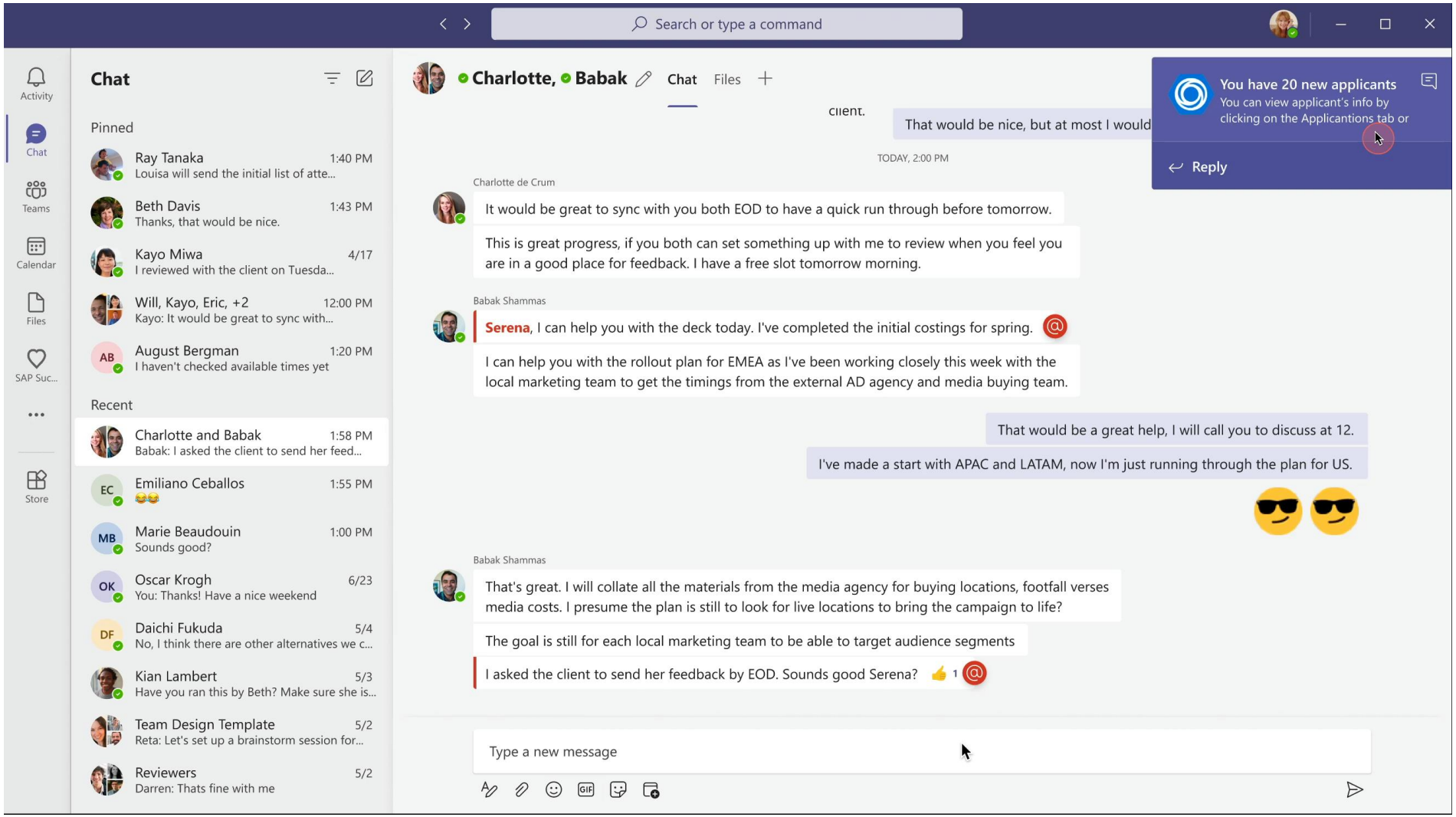
Backend Integrations

Job Portals

Internal Jobs Database

Hiring Manager receives candidate applications. Compares and analyzes profiles and screens for subsequent interview stage

- Hiring Manager receives a **notification alert** prompting her to check the applications received for the job post.
- With the big canvas view of **personal scoped tab**, the Hiring Manager is able to compare and analyze candidate profiles
- Once candidates are screened for interview, Hiring manager puts together a Hiring Team with interviewers and Recruiter using **Graph API**



Backend Integrations

Job Portals

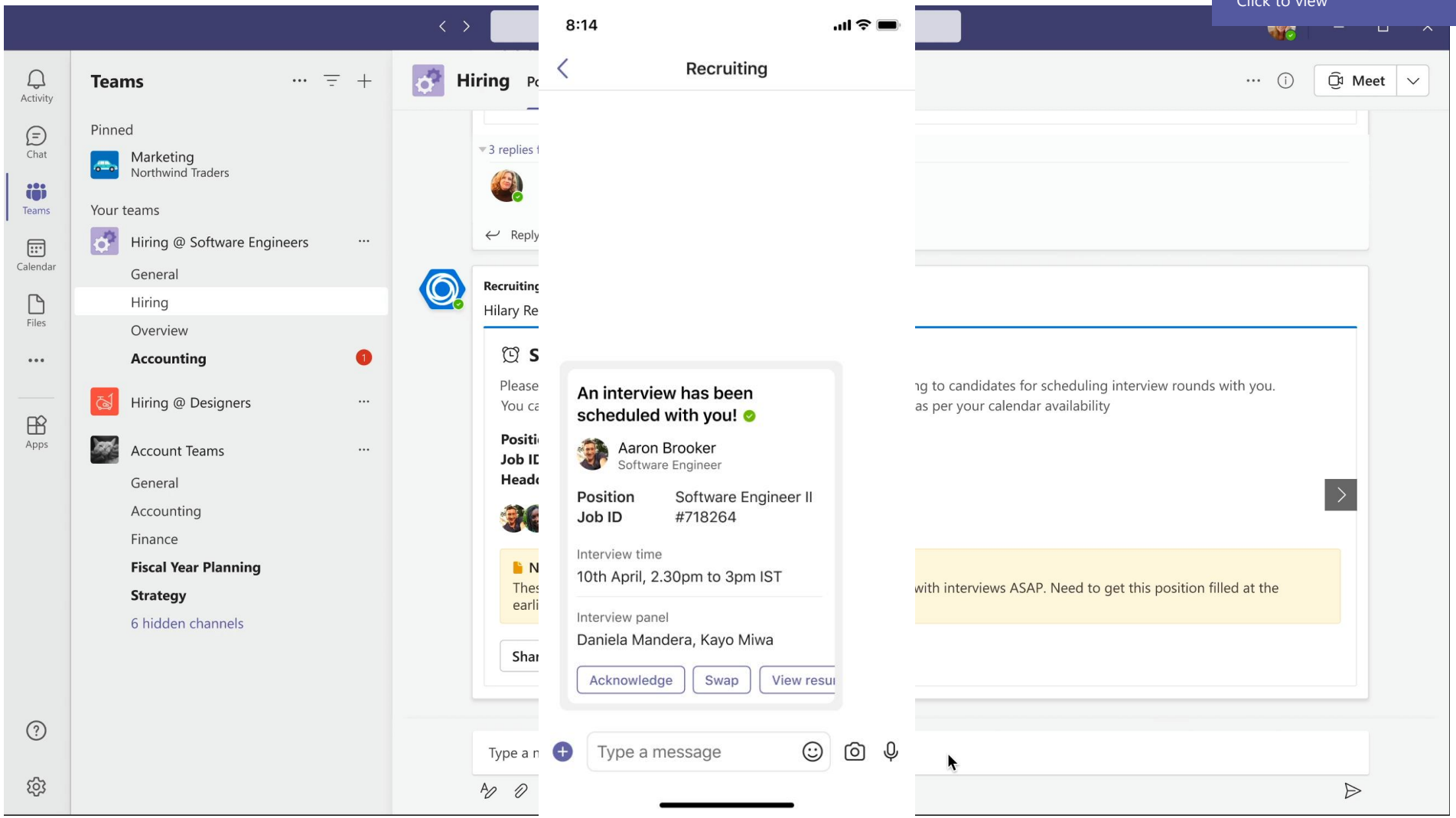
Candidates Database

Candidate Analytics Engine

Internal Jobs Database

All recruiters are brought together to form a Recruiting Team. Recruiter coordinates scheduling interviews bas and interviewer availability

- Interviewers are encouraged to share availability, discuss candidate details, other process questions inside the **Team and channel**
- **Calendar Graph APIs** help the Recruiter in easy scheduling of interview slots
- Interview mailer templates from HR KB integration provides Recruiter with ready, marketing approved Interview mailers without switching context using **Task module**
- **Proactive notification alerts** encourage interviewers to prep for interview bookings.



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Backend Integrations

Candidates Database

3rd Party SMS Integrations

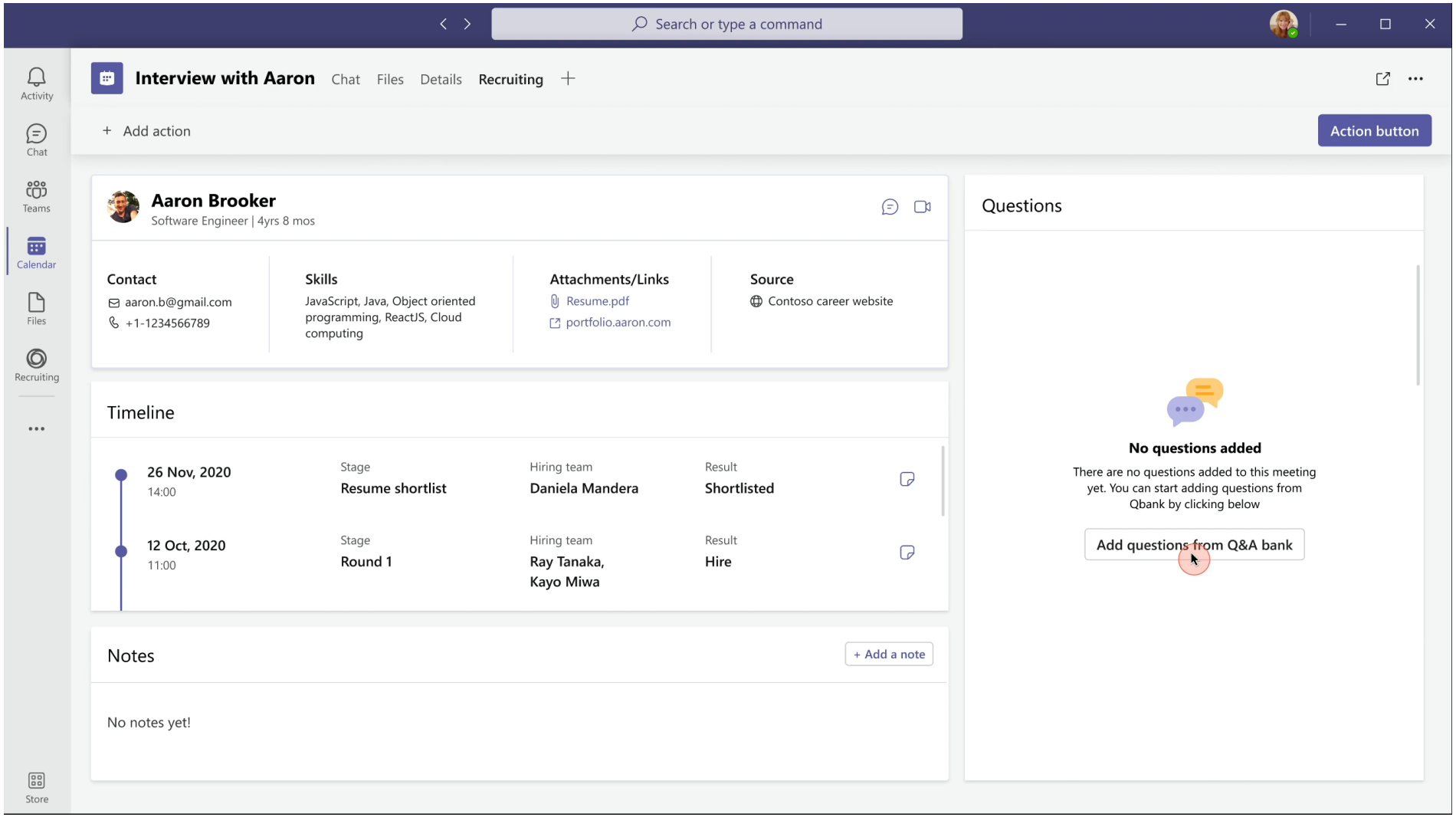
Bookings

Microsoft Bookings

Interviews Database

Interviewers use internal knowledge base, Q&A banks to prep for objective interviews

- Before the interviews, interviewers can prep themselves to conduct objective interviews using **meeting apps**
- Interviewers can peruse the candidate resume, profile, feedback from prior interviews in a **meeting tab**
- Interviewers can access the Q&A knowledge bank pre-interview meeting and add questions that they would like to ask during the interview
- Post interview, interviewer can add more feedback, notes in the **meeting tab** that appears post interview.



Backend Integrations

Internal Jobs Database

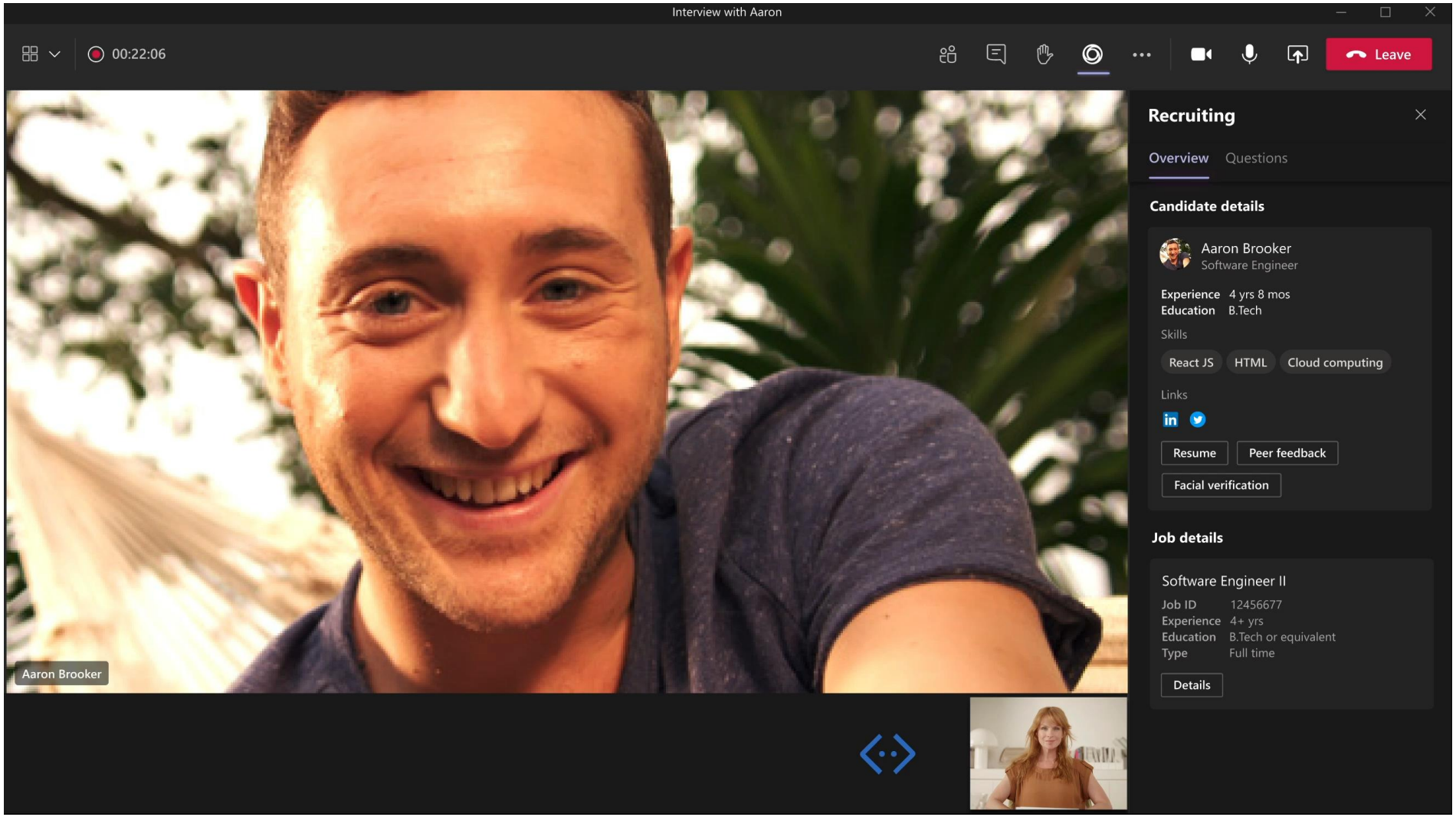
Candidates Database

Interview Q&A Bank

Interviews Database

Interviewer conducts interview over Teams meeting. Interviewer takes notes and evaluates using meeting app

- Interviewer can make use of **meeting apps** on side panel to view candidate profile details and JD for reference during the interview
- **Calling & Meeting bot** in the interview can help validate candidate's identity using real time facial verification
- Interviewers can view past interview rounds feedback to shape current interview questions
- Questions added from Q&A Bank appear on **meeting side panel** for the interviewer to refer to and evaluate the candidate easily.



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HireVue

Backend Integrations

Internal Jobs Database

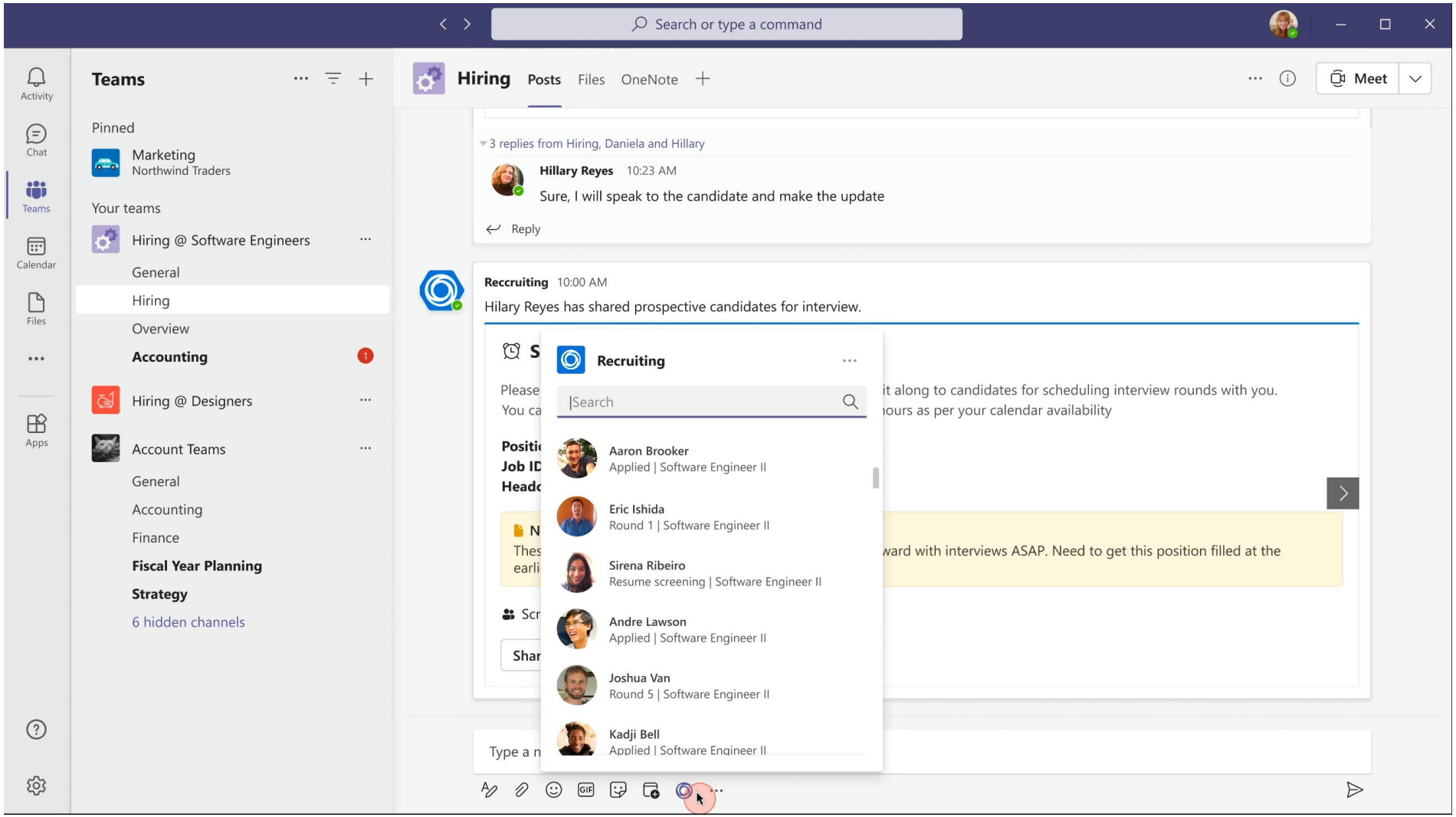
Candidates Database

Interviews Database

Interview Q&A Bank

Hiring Manager, recruiter and interviewers discuss about candidates in common channel for process clarifications

- Interviewers, Hiring manager and Recruiter can discuss interview process, focus areas, candidates in common **Team and channel as threaded conversations**
- Interviewers may share candidate details as using **Messaging Extension** to discuss about the candidate with others.
- Candidate details shared as **Adaptive cards** provide summary information about candidate and allows recruiter to take quick actions such as scheduling interviews



Backend Integrations

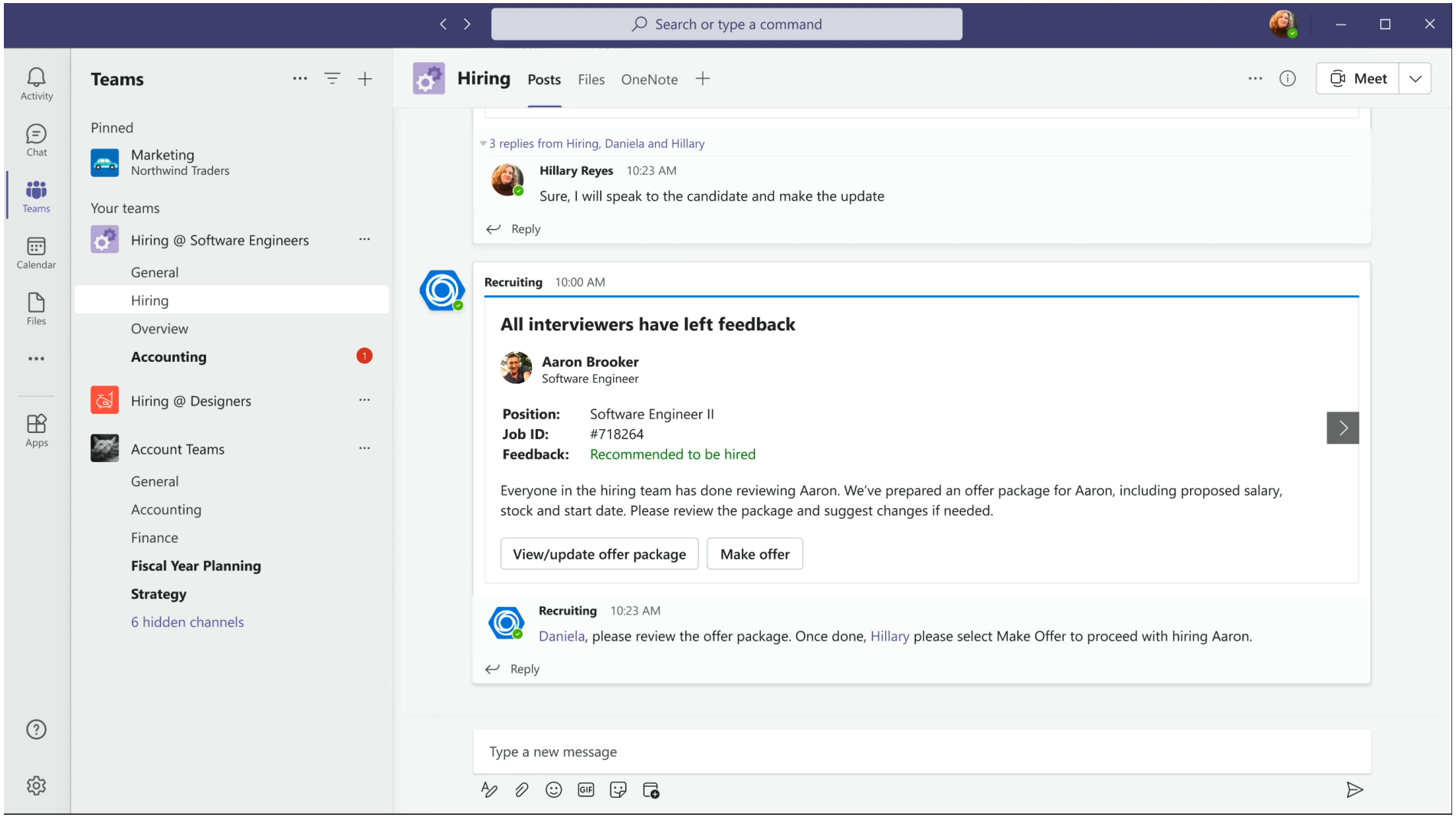
Candidates Database

Interviews Database

3rd Party SMS Integrations

After all feedback is received hiring Manager and recruiter discuss offer terms and roll outs offer to qualified candidates

- Recruiting **bot proactively notifies** when feedback from all interviewers are submitted and clear Hire recommendation is provided
- Hiring manager can work with Recruiter on Offer terms and conditions using channel thread
- Standard offer templates from hiring system is brought up with editable terms for Recruiter to modify terms if required via **Task module**
- The revised offer letter is shared with the candidate to e-sign



Adobe Sign

DocuSign

Backend Integrations

Candidates Database

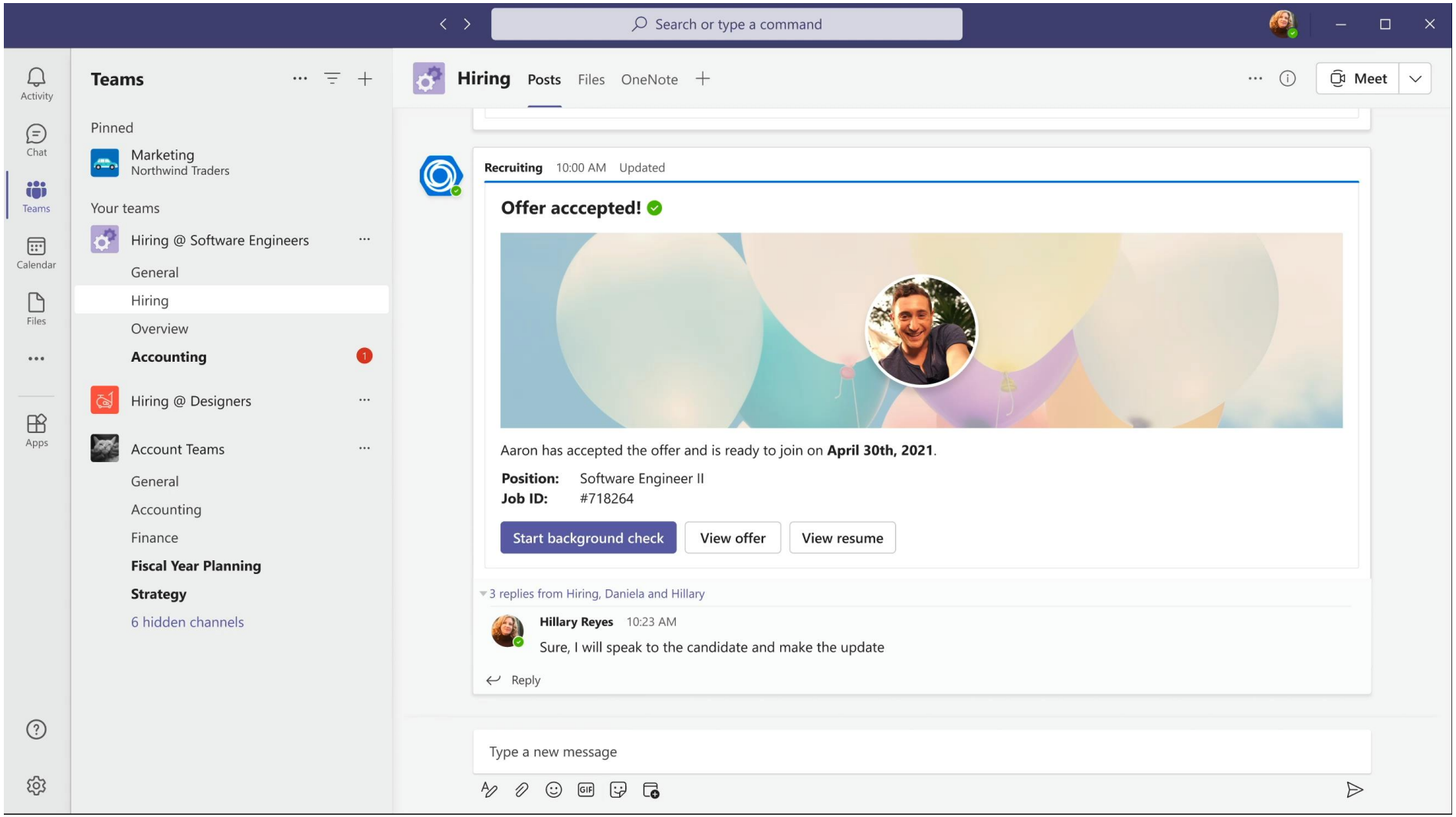
Recruitment System

3rd Party SMS Integrations

Interviews Database

Hiring Managers and recruiters are notified as candidates accept offer. The vacancy is removed from job portals

- Once the candidate signs the offer letter, the **adaptive card refreshes** to show that offer has been accepted
- **Notification** is sent to all stakeholders as offer gets accepted.
- At this point onwards, candidate becomes eligible for background check process and HR recruiter may kick start request to start background check from **bot card button.**
- Once the open position has been filled, the bot reminds the HR recruiter **by notifying in personal scope** to remove the job post from external portal

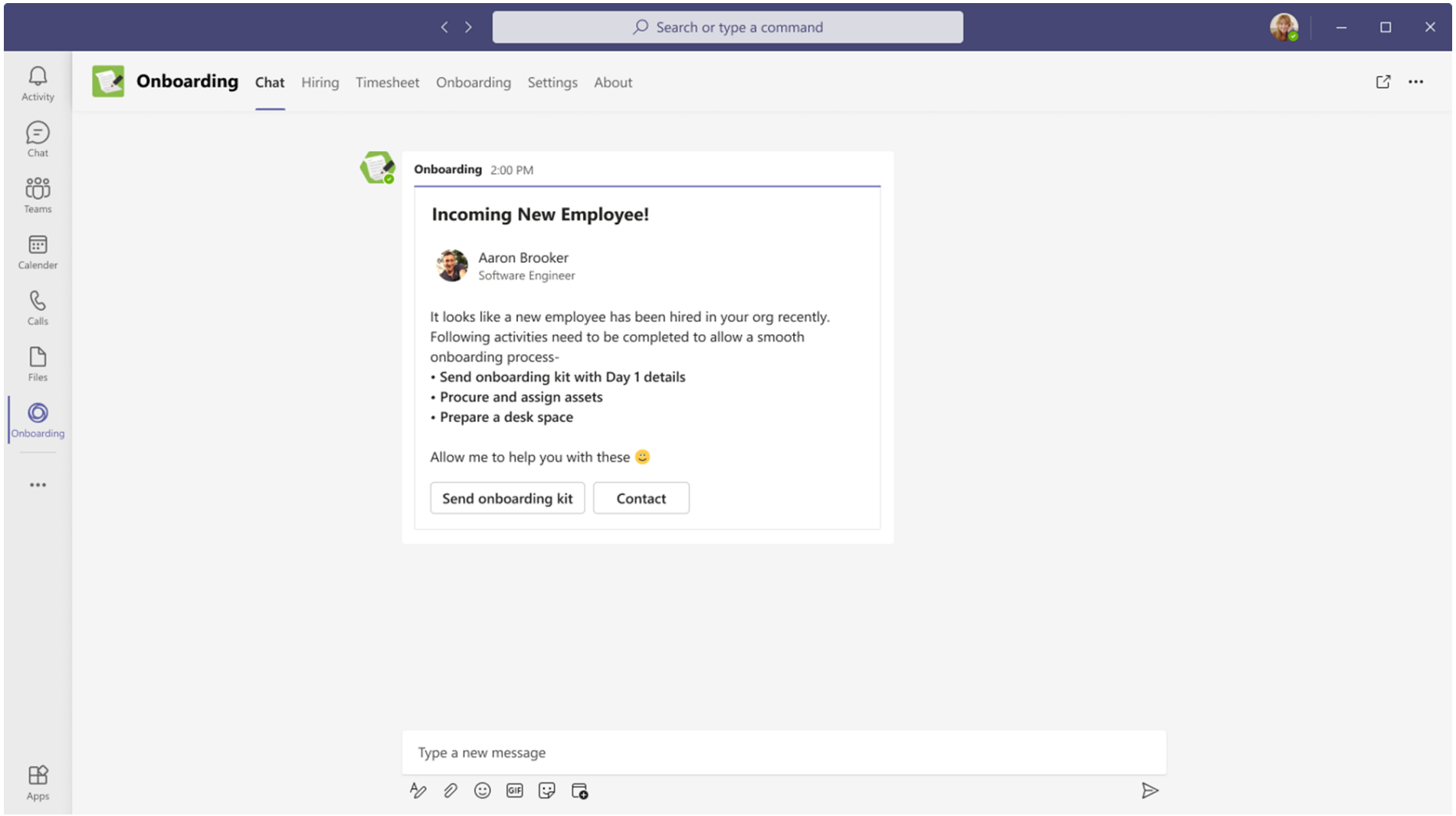


Backend Integrations

- **Job Portals**
- **Candidates Database**
- **Recruitment System**
- **Background Check App**
- **Interviews Database**
- Adobe Sign

Newly hired candidates' information is sent to onboarding team to kickstart onboarding process

- As Recruiting app adds the candidate as new employee in the employee database, Onboarding app gets new employee information
- Onboarding app sends a **proactive bot notification** to HR recruiter intimating about the new employee.
- At click of bot card button, **Graph API** sends onboarding guidelines as email to the new employee waiting to be onboarded
- Onboarding kit sends pre-defined templates of onboarding mailers curated in Recruitment system.

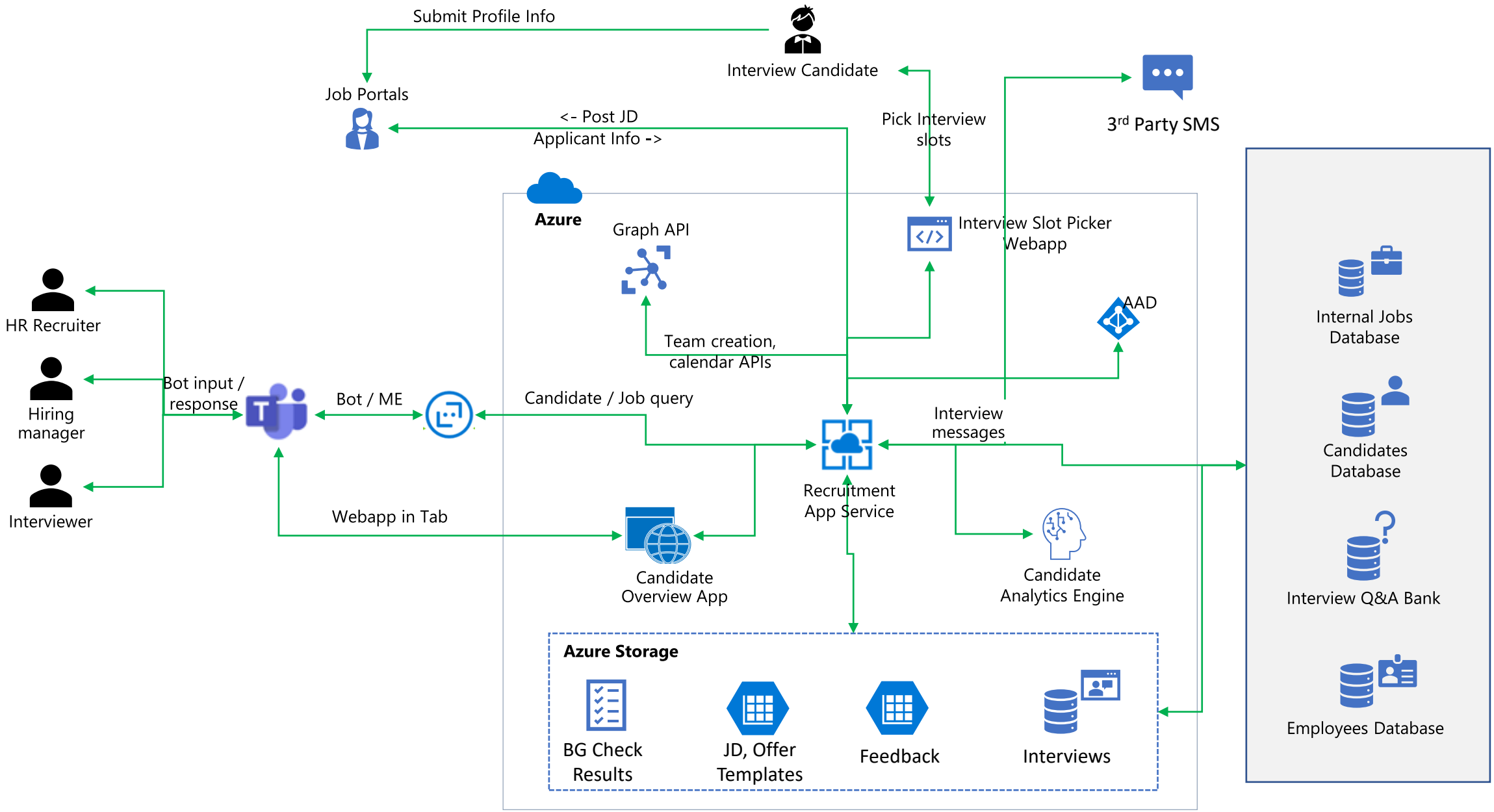


Backend Integrations

Employees Database

3rd Party SMS Integrations

Recruitment System


Submit Profile Info
Interview Candidate
Job Portals
<- Post JD
Applicant Info ->
Pick Interview slots
3rd Party SMS
Azure
Graph API
Interview Slot Picker Webapp
AAD
HR Recruiter
Hiring manager
Interviewer
Bot input / response
Bot / ME
Team creation, calendar APIs
Candidate / Job query
Interview messages
Recruitment App Service
Webapp in Tab
Candidate Overview App
Candidate Analytics Engine
Internal Jobs Database
Candidates Database
Interview Q&A Bank
Employees Database
Azure Storage
BG Check Results
JD, Offer Templates
Feedback
Interviews