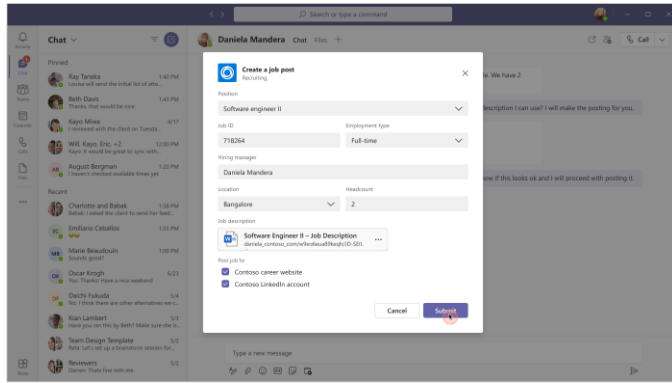
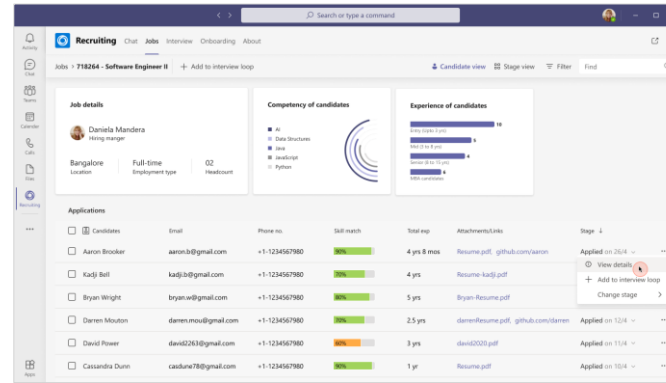


## 1. Prepare JD & Post Vacancies



## 2. Analyze & Shortlist Candidates



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

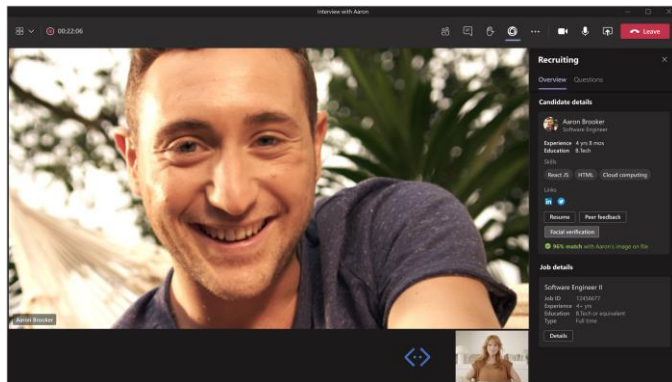


## Kickstart Onboarding Process

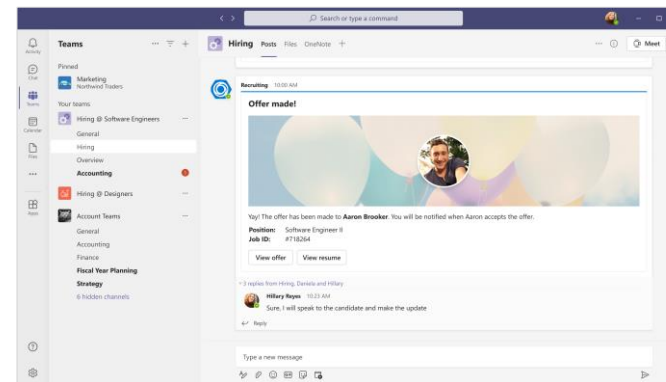


Welcome Employee of first Day of Joining!

## 3. Conduct Interviews to Evaluate Candidates



## 4. Prepare & Rollout offer



- HM & HR notified on Feedback from interviews in Channel



- Offer details updated & approved in Teams
- Details submit in Talent Tool to notify Candidate



- Coauthor JDs in Teams
- Connect with HR SPOC for verification



- Open position in Talent Management Tool like Dynamics, ADP etc

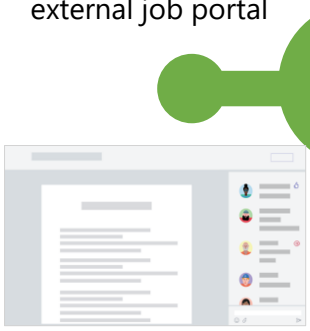


- Virtual Interview on Teams
- Interviewer access QB in the interview and note feedback in Teams



- Update notes & data in Talent Mgmt Tool

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



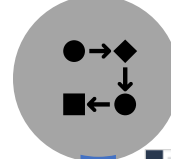
Interviewer conducts interview over Teams meeting. Interviewer takes notes and evaluates using meeting app



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



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 out 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 interviews

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

The screenshot shows a Microsoft Teams chat interface. The chat is with Daniela Mander. The chat history includes:

- Hi Hilary, I need to post a requirement on our career website for Software Engineer II role. We have 2 vacancies available. Can you help with that please?
- Sure thing! Can you send me a write up of job description I can use? I will make the posting for you.
- Here's the JD. Let me know if this looks good.
- A document titled "Software Engineer II - Job Description" is shared, with a red circle highlighting the document icon.

The chat interface also shows a list of recent chats on the left side, including conversations with Ray Tanaka, Beth Davis, Kayo Miwa, Will, Kayo, Eric, +2, August Bergman, Charlotte and Babak, Emiliano Ceballos, Marie Beaudouin, Oscar Krogh, Daichi Fukuda, Kian Lambert, Team Design Template, and Reviewers.

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**

The screenshot shows a Microsoft Teams chat window. The chat is titled 'Charlotte, Babak' and shows a conversation between Charlotte de Crum and Babak Shammass. The chat history includes messages about syncing with the client, reviewing feedback, and discussing rollout plans for EMEA. A notification bubble in the top right corner indicates 'You have 20 new applicants'.

**Chat History:**

- Client:** That would be nice, but at most I would... (TODAY, 2:00 PM)
- Charlotte de Crum:** It would be great to sync with you both EOD to have a quick run through before tomorrow. This is great progress, if you both can set something up with me to review when you feel you are in a good place for feedback. I have a free slot tomorrow morning.
- Babak Shammass:** Serena, I can help you with the deck today. I've completed the initial costings for spring. I can help you with the rollout plan for EMEA as I've been working closely this week with the local marketing team to get the timings from the external AD agency and media buying team.
- Client:** That would be a great help, I will call you to discuss at 12. I've made a start with APAC and LATAM, now I'm just running through the plan for US. (with sunglasses emojis)
- Babak Shammass:** That's great. I will collate all the materials from the media agency for buying locations, footfall verses media costs. I presume the plan is still to look for live locations to bring the campaign to life? The goal is still for each local marketing team to be able to target audience segments. I asked the client to send her feedback by EOD. Sounds good Serena? (with thumbs up and @ icons)

**Recent Chat List:**

- Charlotte and Babak (1:58 PM): Babak: I asked the client to send her feed...
- Emiliano Ceballos (1:55 PM): 😄😄
- Marie Beaudouin (1:00 PM): Sounds good?
- Oscar Krogh (6/23): You: Thanks! Have a nice weekend
- Daichi Fukuda (5/4): No, I think there are other alternatives we c...
- Kian Lambert (5/3): Have you ran this by Beth? Make sure she is...
- Team Design Template (5/2): Reta: Let's set up a brainstorm session for...
- Reviewers (5/2): Darren: Thats fine with me

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 based on interviewer availability

Aaron has booked an interview slot with you

[Click to view](#)

- 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.



Backend Integrations

Candidates Database

3<sup>rd</sup> 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.

The screenshot displays a Microsoft Teams meeting window titled "Interview with Aaron". The interface includes a search bar at the top, a navigation pane on the left with icons for Activity, Chat, Teams, Calendar, Files, and Recruiting, and a main content area. The main content area is divided into several sections: a profile card for Aaron Brooker (Software Engineer | 4yrs 8 mos) with contact information, skills (JavaScript, Java, Object oriented programming, ReactJS, Cloud computing), attachments (Resume.pdf, portfolio.aaron.com), and source (Contoso career website); a timeline showing two stages: "Resume shortlist" on 26 Nov, 2020 (Shortlisted) and "Round 1" on 12 Oct, 2020 (Hire); a "Notes" section with a "+ Add a note" button; and a "Questions" panel on the right with a "No questions added" message and a button to "Add questions from Q&A bank".

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.

Interview with Aaron

00:22:06

Recruiting

Overview Questions

Candidate details

Aaron Brooker  
Software Engineer

Experience 4 yrs 8 mos  
Education B.Tech

Skills  
React JS HTML Cloud computing

Links  
in

Resume Peer feedback

Facial verification

Job details

Software Engineer II  
Job ID 12456677  
Experience 4+ yrs  
Education B.Tech or equivalent  
Type Full time

Details

Aaron Brooker

icims

HireVue

Backend  
Integrations



Internal Jobs Database



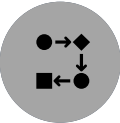
Candidates Database



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



3<sup>rd</sup> 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

The screenshot shows a Microsoft Teams chat interface. On the left is a sidebar with navigation options like Activity, Chat, Teams, Calendar, Files, and Apps. The main chat area is titled 'Hiring' and contains several messages. A prominent message from the 'Recruiting' bot at 10:00 AM provides a summary of feedback for a candidate, Aaron Brooker, and offers actions to 'View/update offer package' or 'Make offer'. A subsequent message from the bot at 10:23 AM requests a review from a team member named Daniela.



Backend Integrations



Candidates Database



Recruitment System



3<sup>rd</sup> 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

The screenshot shows a Microsoft Teams chat window. The chat is titled 'Hiring' and is part of a team named 'Hiring @ Software Engineers'. The chat history shows a message from a bot (represented by a blue gear icon) with the text 'Offer accepted!' and a green checkmark. Below the text is a banner image featuring a man's profile picture (Aaron) and colorful balloons. The message content states: 'Aaron has accepted the offer and is ready to join on **April 30th, 2021**. Position: Software Engineer II Job ID: #718264'. There are three buttons: 'Start background check' (highlighted in blue), 'View offer', and 'View resume'. Below the message, there are 3 replies from 'Hiring, Daniela and Hillary'. A reply from 'Hillary Reyes' at 10:23 AM says: 'Sure, I will speak to the candidate and make the update'. The chat interface includes a search bar at the top, a left sidebar with navigation options (Activity, Chat, Teams, Calendar, Files, Apps), and a bottom input area for sending messages.

Backend Integrations



Job Portals



Candidates Database



Recruitment System



Background Check App



Interviews Database






## 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.

The screenshot shows a Microsoft Teams chat window. The chat is titled 'Onboarding' and shows a message from the 'Onboarding' bot at 2:00 PM. The message content is as follows:

**Incoming New Employee!**

 Aaron Brooker  
Software Engineer

It looks like a new employee has been hired in your org recently. Following activities need to be completed to allow a smooth onboarding process-

- Send onboarding kit with Day 1 details
- Procure and assign assets
- Prepare a desk space

Allow me to help you with these 😊

The chat interface includes a search bar at the top, a navigation pane on the left with icons for Activity, Chat, Teams, Calender, Calls, Files, Onboarding, and Apps, and a message input field at the bottom.

Backend  
Integrations



Employees Database



3<sup>rd</sup> Party SMS Integrations



Recruitment System

