

Meet Wan Ting.
She is a recruiter.

A day in the life of a recruiter

Wan Ting often has a hectic day-to-day schedule. From creating job descriptions to interviewing candidates and assessing the suitability of each of them, these processes can take up a lot of time and energy.

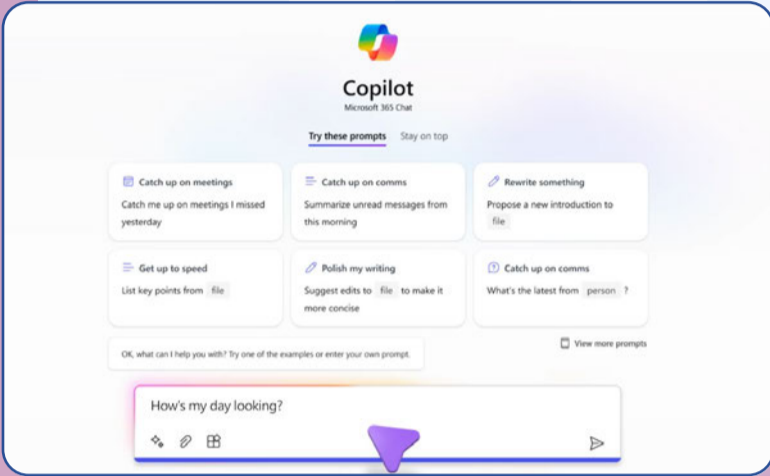
Here's how she's using AI to facilitate a more efficient hiring process that ensures that she's selecting the most suitable candidates!



8:00 AM

On the way to work

Wan Ting asks Copilot to summarize her day for her. Pulling data from her calendar, Copilot highlights the scheduled tasks and meetings Wan Ting needs to attend to.



9:00 AM

Start of workday

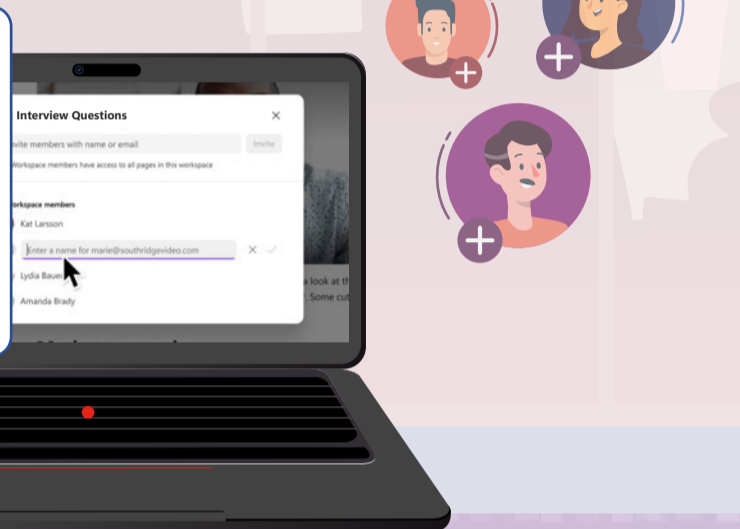
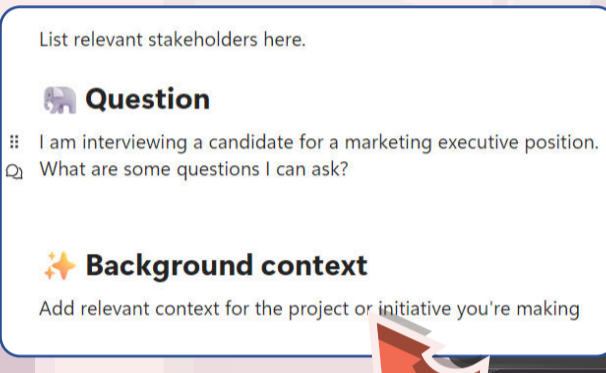
Wan Ting receives an urgent message from the design team: they need to hire an engineer for a major project – and fast. Instead of starting from a blank slate, Wan Ting asks Copilot in Word to suggest skills, qualifications, and responsibilities so that she can swiftly craft a job description. She then posts it on the company website and various job portals.



10:30 AM

Preparing for an interview

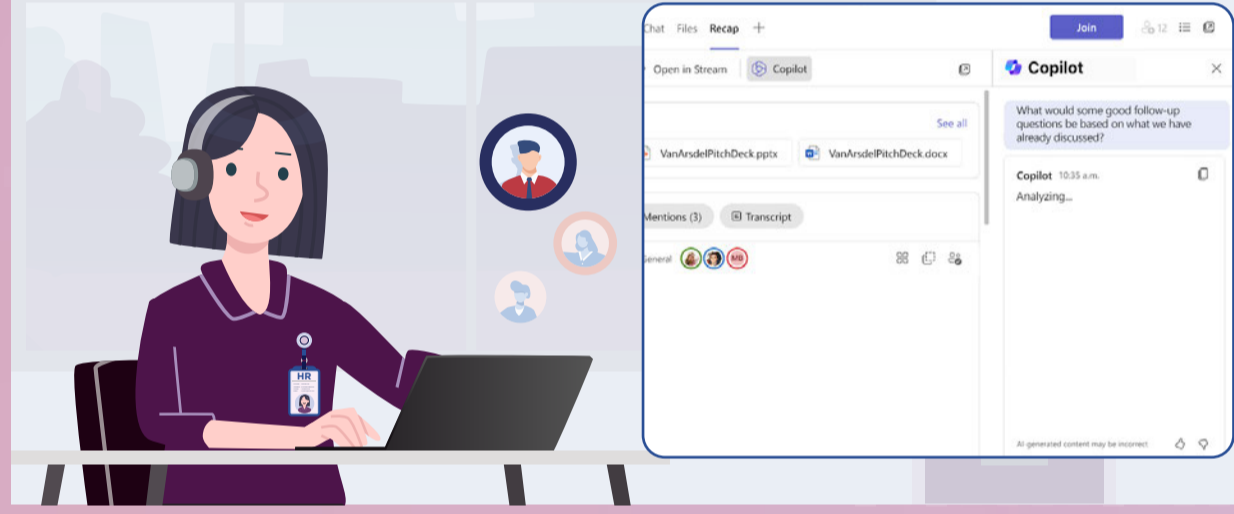
Wan Ting has an interview with 3 candidates for a marketing executive position today. She asks Microsoft Copilot to extract skills, experience, and qualifications from their resumes and provide a summary of each person's suitability for the role.



11:00 AM

Meeting a candidate

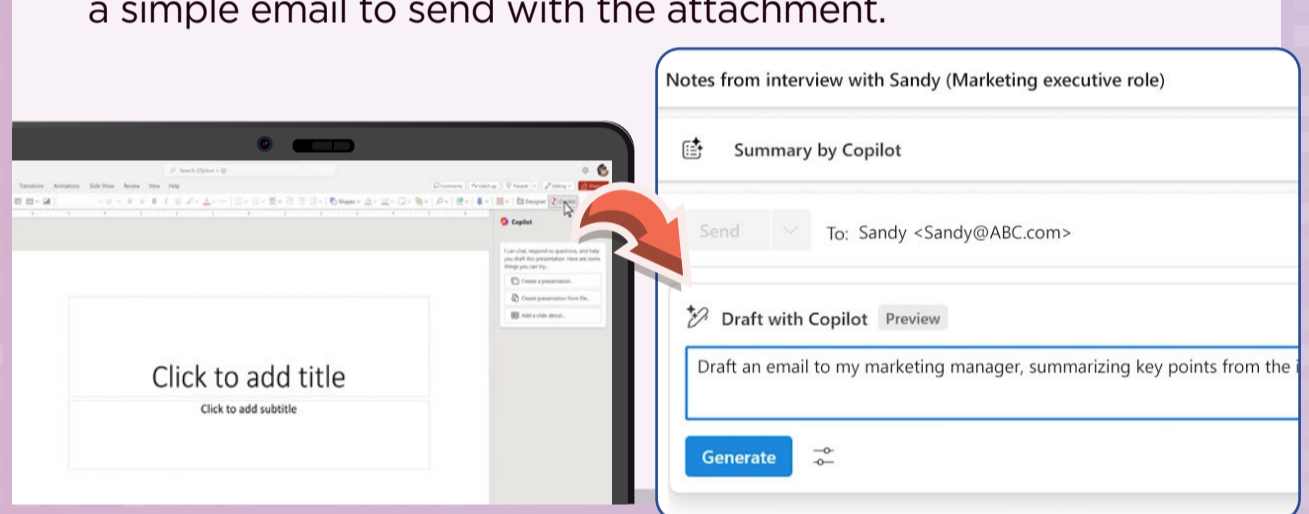
During the Teams interview, Copilot captures notes and summarizes the contributions of each candidate in real-time while Wan Ting focuses on vetting them. She can quickly locate details from the notes with simple prompts. Towards the end of the interview, Wan Ting asks Copilot to let her know if she missed out on any key questions.



2:00 PM

Consolidating interview notes

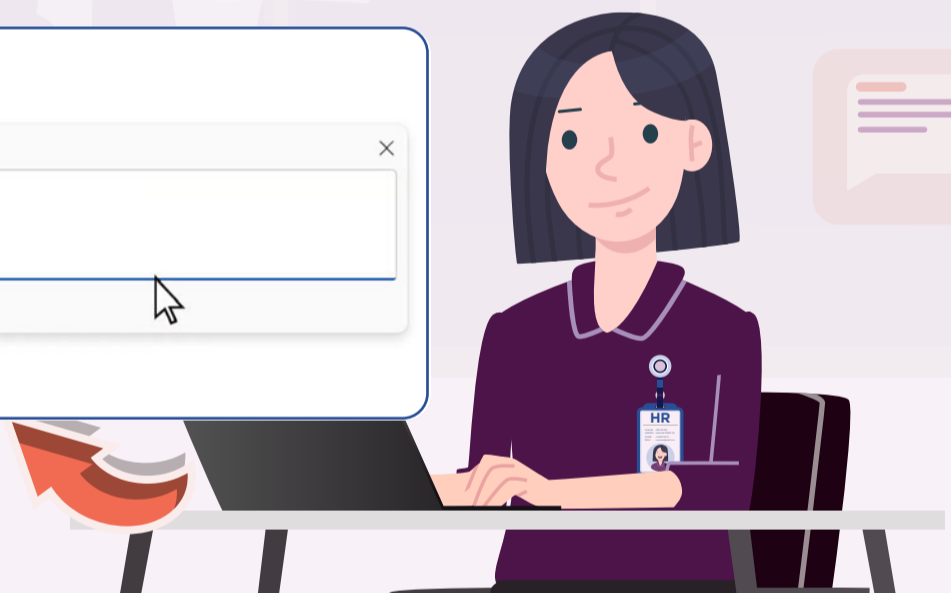
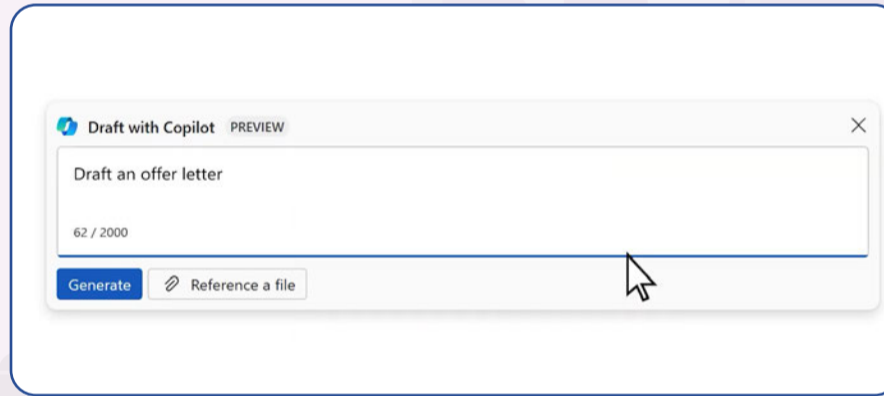
Wan Ting needs to share a summary of the interviews, including the key attributes of each candidate and their resumes, with the marketing manager. She asks Copilot in PowerPoint to create a deck including visuals of the candidates' portfolios for the marketing manager's reference. Then, Wan Ting prompts Copilot in Outlook draft a simple email to send with the attachment.



3:00 PM

Creating an offer letter

Wan Ting asks Copilot in Word to draft a generic offer letter that she can use for various roles, and include a standard list of company benefits drawn from another document.



4:00 PM

Catching up on her team meeting

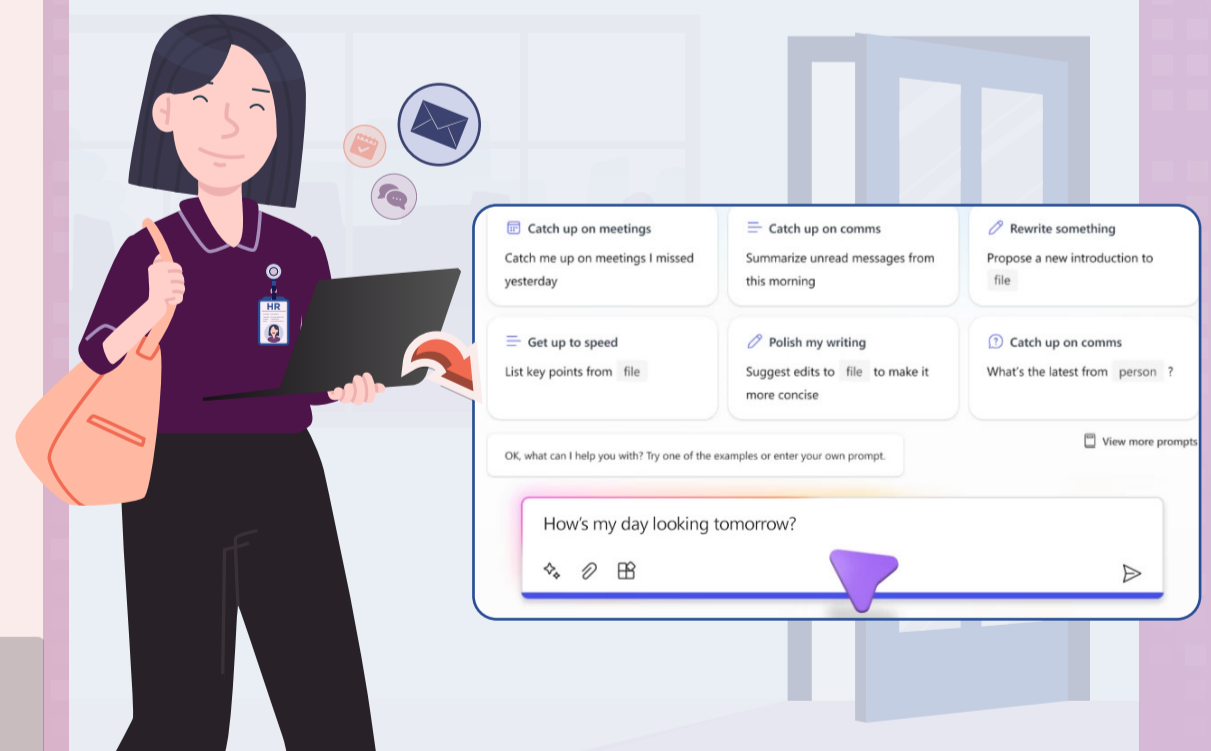
As she was caught up in the interview and various tasks earlier, Wan Ting missed her weekly team meeting. Copilot in Teams has sent a recording and summary of the meeting, including relevant action items, to her email. Wan Ting goes through the information and prompts Copilot for specific updates.



5:00 PM

Time to knock off

Before heading off, Wan Ting plans her to-do list for the next day. She asks Microsoft 365 Chat to comb through her emails, chats and calendar and provide her with a summary.



85%

of early Copilot users say the AI assistant helps them get to a good first draft faster¹



Find out how Wan Ting eliminated routine tasks and got more done with Copilot from Microsoft 365 from Lenovo.

[Learn more >](#)

¹What can Copilot's earliest users teach us about Generative AI at work?