



SoHR

MICROSOFT 365

LEVERAGING AI WITH MICROSOFT 365

SO365

All images in this guide have been created by AI

LIMITLESS POSSIBILITIES



Unlock the power of Microsoft 365

Microsoft 365 is used by a huge number of businesses around the world every day, including 330,000 in the UK alone. It's the top choice for business apps, with a 90% share of the productivity suite market. But, despite its popularity, very few of those companies use it to its full potential. At So365, we're on a mission to share the limitless possibilities of Microsoft 365, helping businesses become more efficient, productive, secure, and profitable.

In this guide, we've highlighted just a few ways AI can be leveraged within Microsoft 365.

Transform your business with Microsoft 365



Centralised: Improved control and efficiency



Secure: Industry-leading cloud security



Compliant: Exceptional data privacy control and protection



Lifetime value: A future proof investment built to your requirements



Minimal risk: Reliable, accessible, always available



Engagement and productivity: Unrivalled employee experience

This guide has been proof read and summarised by AI

Microsoft 365 offers AI tools and services to help HR teams work more efficiently and strategically. These tools can automate and streamline HR processes, gain insights into employee behaviour and performance, and improve the employee experience.

COPILOT

Copilot expands the possibilities for utilising AI within the HR function, and the journey to discovering its most useful use cases is just beginning.

Here are a few examples to consider.

Recruitment



Image created by AI for this guide

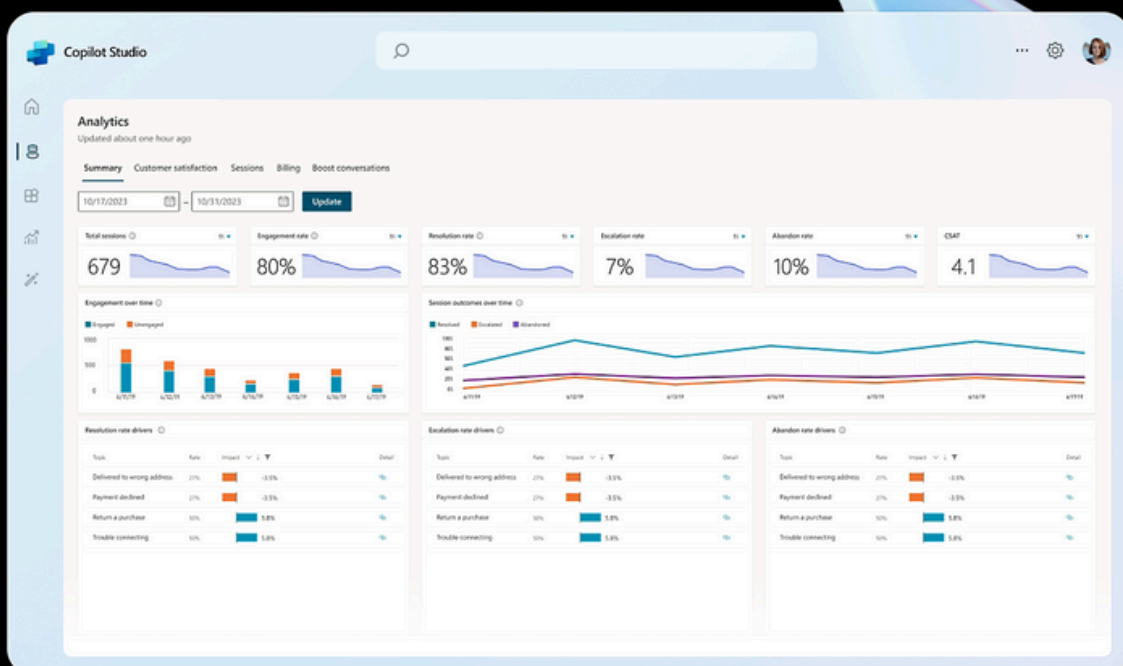
Copilot can assist HR teams in recruitment by drafting job descriptions and adverts, screening CVs, scheduling interviews, and providing insights into the job market. It can also help identify the best channels for sourcing candidates.

Onboarding



Image created by AI for this guide

Copilot can help HR teams streamline the onboarding process by automating tasks such as sending welcome emails, scheduling orientation sessions, and assigning tasks to new hires. It can also provide personalised training and development recommendations for new hires.



Performance management



Image created by AI for this guide

Copilot can assist HR teams in performance management by drafting performance reviews, providing insights into employee performance, identifying areas for improvement, and addressing issues impacting employee performance.

LIMITLESS POSSIBILITIES

**Transform your business
with SoHR**

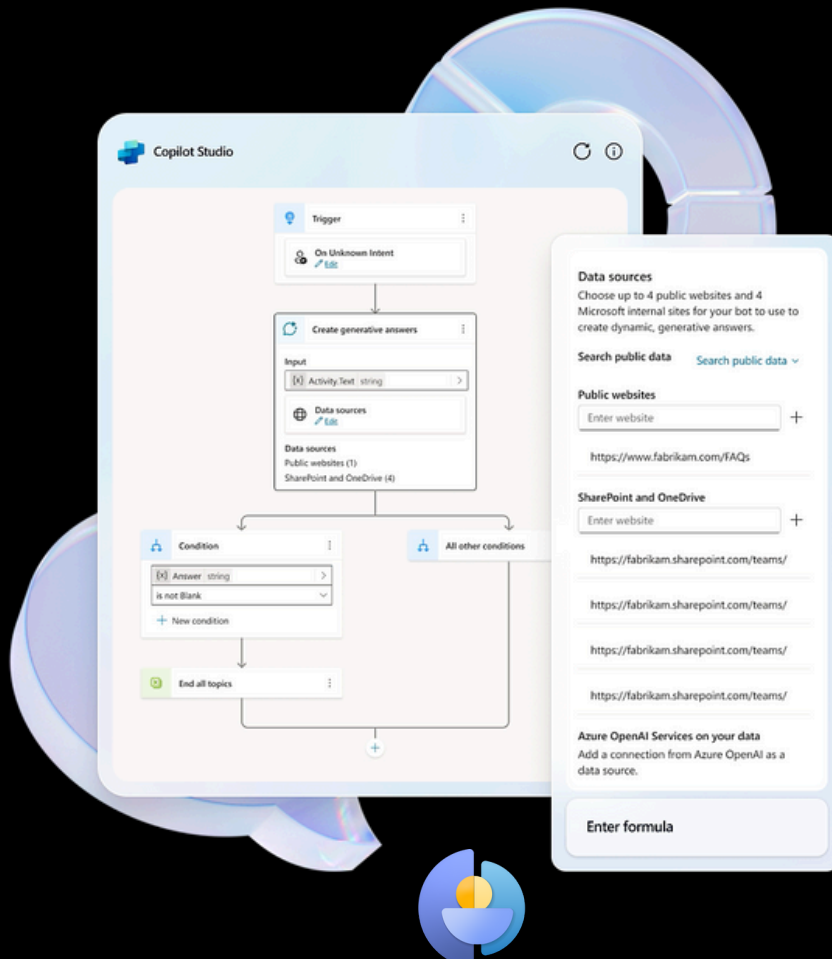
BOOK A CALL

Learning and development



Image created by AI for this guide

Copilot can help HR teams identify employee training and development needs, provide personalised course and program recommendations, and assist in creating and delivering training materials.



Appraisals and one-to-one meetings



Image created by AI for this guide

Copilot can help managers quickly summarise meetings with direct reports, especially on Microsoft Teams, enabling review and agreement on key discussion points, actions, and decisions, which can be stored in the employee folder.

```
1 kind: AdaptiveDialog
2 beginDialog:
3   kind: OnRecognizedIntent
4   id: main
5   intent:
6     displayName: Untitled
7     triggerQueries:
8       - rate
9       - give me a rating
10      - how would you rate this
11      - rate this for me
12      - what's your rating
13      - can you rate this
14      - rate on a scale of 1 to 10
15      - what's the rating for this
16
17 actions:
18   - kind: Question
19     id: Question_2n9h3t
20     variable: Topic.Rating
21     prompt: On a scale of 1 to 5, how
22     entity: NumberPrebuiltEntity
23
24   - kind: Question
25     id: Question_BwC9Sx
26     variable: Topic.NeedHelp
27     prompt: Is there anything else you
28     entity: BooleanPrebuiltEntity
```

Create it with Copilot

Write a description of what you'd like your bot to cover, and Copilot will create your topic. [Learn more](#)

Name your topic *

Rating

Create a topic to... *

Allow a user to rate their experience, giving a score between 1 and 5 and ask if there is anything else they need help with.

AI-generated content can have mistakes. Make sure it's accurate and appropriate before using it. [Read preview terms](#)

Or try one of these examples to get started

- Accept a users name, age and date of birth and then repeat their responses back to them.
- Ask 3 multiple choice questions about the state of Washington. The questions should not be able to be interrupted.
- Let someone order a pizza, choosing from common pizza types and how many they want to order.

[View more examples](#)

[What does Copilot support?](#) Create Cancel



Employee engagement



Image created by AI for this guide

Copilot helps HR teams improve employee engagement by analysing sentiment, identifying trends, suggesting initiatives, and measuring their impact.

COPILOT STUDIO



Copilot Studio, formerly Power Virtual Agents, enables HR teams to create AI-powered copilots (“Chatbots”) for handling requests and providing information on HR policies, FAQs, benefits, and other HR information. It is available as a standalone web app or within Teams.





All the benefits of Microsoft in one out-the-box HR Solution

SoHR leverages all the power of Microsoft 365 to create a fully customisable, out-the-box HR solution inside your Microsoft 365 environment.

The HR solution built for you in Microsoft 365



Designed with flexibility for your business

Unlike most HR systems, SoHR is fully customisable. It can be configured to meet your unique requirements, eliminating functionality that you don't need, and flexing and growing alongside your organisation.



Enhanced Employee Engagement

SoHR provides your employees with easy to use self-service tools and a modern compelling experience for accessing HR information, news and resources.



Fully integrated

To get the most out of your HR system, you need it to easily integrate with your other systems. SoHR is built within your Microsoft 365 environment meaning it integrates seamlessly with all your other Microsoft 365 apps.



Secure, private, accessible, and **owned by you**

HR systems should reduce risk, not increase it. Two of the biggest IT and operational risks to your organisation come from hosting your valuable and sensitive data with third parties, and from an over dependence on outside system providers who make it difficult to get your data back. With SoHR, your data will be stored securely in your Microsoft 365 environment - meaning you own the data, not a third party.



WIP

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