

AI Hiring Copilot for hiring managers

Walk into every interview with the context you need. Instantly see what's been assessed, generate tailored interview questions, create structured candidate summaries, and compare candidates with confidence using simple AI prompts.

How to use this sheet:

Open Copilot from the icon in the top header, on any page. Swap the [bracketed text] for real names, roles, and teams. You approve everything: reading is automatic, but any action shows a preview and waits for your Confirm. It works within your permissions. Type / to save and reuse your best prompts.

01. Get up to speed

See where a role or candidate stands right now, in one plain-English summary.

- “What's happening with the [Senior Backend Engineer] role, who's in the pipeline, and at what stage?”
- “Catch me up on [Jordan Lee] before we speak.”
- “What do I need to look at for my open roles this week?”

02. Prepare for interview

Walk in knowing what's already covered, what's not, and what to ask this person.

- “Prepare me for my interview with [Jordan Lee], include all candidate context and share what needs exploring.”
- “Suggest tailored interview questions for [Jordan Lee] for the [Senior Backend Engineer] role.”
- “What are the gaps or open questions I should focus on with this candidate?”

03. Make sense of the feedback

See where interviewers line up and where they don't, and why.

- “Summarize the interview feedback for [Jordan Lee] and flag anything the interviewers disagreed on.”
- “Where did the last two interviewers diverge on this candidate, and what was driving it?”
- “Give me a structured summary of this candidate's evaluation so far.”

04. Compare your shortlist

Put your finalists side by side on what matters for the role

- “Compare [Jordan Lee] and [Sam Okafor] for [Senior Backend Engineer]: strengths, scorecard ratings, and feedback, side by side.”
- “Rank the final-stage candidates for this role and tell me why.”

05. Ask questions only your data can answer

Ask what only your own hiring record can tell you, grounded in this candidate's history.

- “What hasn't been explored with this candidate that I'd want to know before we make an offer?”
- “Based on everything on file, what are the top reasons this candidate might turn down an offer?”
- “Are there strong past candidates in our Talent Pipeline who'd fit this role?”

06. Share feedback and move things along

Leave a comment, request a next step, or note your recommendation. And always preview first.

- “Leave a comment on [Jordan Lee] summarizing my take from the interview.”
- “Ask the recruiter to schedule a final round for [Sam Okafor].”
- “Draft a short note to the recruiter with my recommendation. Show me first.”

Just ask AI Hiring Copilot

AI Hiring Copilot understands natural language, so you can ask questions the same way you would a colleague. Use the prompts in this guide to get started, or ask your own to discover insights, review information, draft content, and more.

Getting access

Copilot is included in every Pinpoint plan at no extra cost. Don't see the icon in the top header? Ask an admin for the Access the AI Hiring Copilot role, under Settings → Users & Roles.

