

AI Hiring Copilot for talent acquisition teams

Hire with confidence using the right context at every step. Build on prior feedback, automate multi-step tasks with approval built in, reactivate your talent pipeline, and spend more time with candidates, instead of in the admin.

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. Rediscover the talent you already have

The past applicants and silver medalists already in your Talent Pipeline are your first, lowest-cost source for the next hire.

- “Find the top 20 past candidates in our Talent Pipeline who reached stage-two interview or beyond and would fit [this role] on location and skills.”
- “Which candidates in our Talent Pipeline match [this role] but haven't been contacted in the last year?”
- “Which silver medalists from [previous role] could be a strong fit for [this new role]? Show me why.”
- “Show me who you think are the strongest of these, and draft a warm re-engagement email for each to review. Show me first.”

02. Start the day with a clear picture

Find what needs attention across every open role, without clicking through each one.

- “What needs my attention today?”
- “Give me a snapshot of my [Account Executive] pipeline: how many candidates at each stage?”
- “Who's been stuck in one stage for more than 10 days across my open roles?”
- “What applications came in for [SDR] in the last 7 days? Anything strong?”

03. Compare your shortlist

Summaries, comparisons, and rankings grounded in the full candidate record.

- “Summarize [Jordan Lee]'s resume against the [Senior CSM] job: strengths, gaps, and three questions to ask.”
- “Compare [Jordan Lee] and [Sam Okafor] for [Senior CSM]: highlights, scorecard ratings, and feedback, side by side.”
- “Rank the interview-stage candidates for [Senior CSM] and tell me why.”

04. Communicate with confidence

Rejection, progress, and outreach emails rooted in real feedback, ready to review.

- “Draft a warm re-engagement email to [Jordan Lee] for [Senior CSM]. Keep it short and human. Show me first.”
- “Draft an interview invitation for [Sam Okafor] with the role, format, and who they'll meet.”
- “Write a kind, specific rejection note for a finalist, grounded in the scorecard feedback. Show me first.”

05. Ask what only your data knows

Questions a generic AI tool has no context to answer.

- “Where did two interviewers disagree on [Jordan Lee], and what was driving it?”
- “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?”



o6. Define new roles and intake

Turn an existing role or a conversation into a structured intake and brief.

- “Draft an intake note for a new [Senior CSM] role based on the existing [CSM] job: must-haves, nice-to-haves, and a process.”
- “Summarize what the hiring manager said in the intake note for [Account Executive] into a crisp brief.”

o7. Prepare for interview

Walk into every interview with full candidate context.

- “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 resumé gaps I should focus on with this candidate?”

o8. Move candidates through your process

Stage moves, comments, tasks, and approvals, each with a preview first.

- “Move [Sam Okafor] to the next stage for [Senior CSM] and leave the hiring manager a note.”
- “Add a task to chase references for [Jordan Lee] by [Friday].”
- “What approvals are waiting on me right now?”
- “Move [Jordan Lee] to the offer stage, draft the offer email, and notify the hiring manager. Show me each step first.”

o9. Manage interviews and scorecards

Pull feedback together and see what is outstanding before the debrief.

- “Summarize the scorecards submitted for [Sam Okafor]: what are the main themes?”
- “What feedback is still outstanding for my [Senior CSM] finalists? Who hasn't submitted?”
- “Turn the interview notes for [Jordan Lee] into a debrief summary I can share.”

10. Get more done with one prompt

Chain multiple steps into one request. Copilot pauses for approval on anything that sends or changes.

- “Find the top 20 in our Talent Pipeline who reached stage two+ for [this role], shortlist the strongest for me to review, draft outreach for each, then add a follow-up task for [tomorrow].”
- “Summarize today's new applicants for [Senior CSM], shortlist the top two, and draft interview invites.”

Create and save your own prompts

AI Hiring Copilot understands natural language, so you can ask questions the same way you would a colleague.

- “How well does [Jordan Lee] match what we're looking for in a [Senior Backend Engineer]? Where are they strongest, and where are the gaps?”
- “I'm interviewing [Jordan Lee] tomorrow. Can you catch me up on everything I need to know, what's already been assessed, and what I should dig into?”
- “Do we have enough evidence to make an offer to [Jordan Lee] for the [Senior Backend Engineer] role, or are there any risks or unanswered questions?”
- “How's the hiring process going for the [Senior Backend Engineer] role? Is anything slowing us down or waiting on someone?”

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.

