



# Microsoft Teams for Human Resources

Microsoft Teams





## In this playbook...

Find out how Microsoft Teams can enable personas across every major function and role in your organization to effectively navigate through daily high value scenarios with ease and confidence.

### Communication & Remote Work

- Manage Organizational Communication & Information Sharing
- Strengthening the Workplace Community
- Keeping Front Line Workers Up-to-date
- Empower Employees to Work and Communicate Remotely



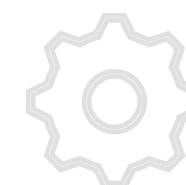
### Hiring

- Find Suitable Candidates More Efficiently
- Reviewing of Hiring Trends by HR Leadership
- Integrating New Hires
- Collaborate to Write Better Job Listings



### Administration

- Connect Employees to Build a Healthy Team Culture
- Managing a New HR Policy Roll Out
- Introducing New Health Benefits for Employees and On-Site Workers
- New Hire Onboarding
- Manage Leaves and Access Company Policies





# Communication & Remote Work

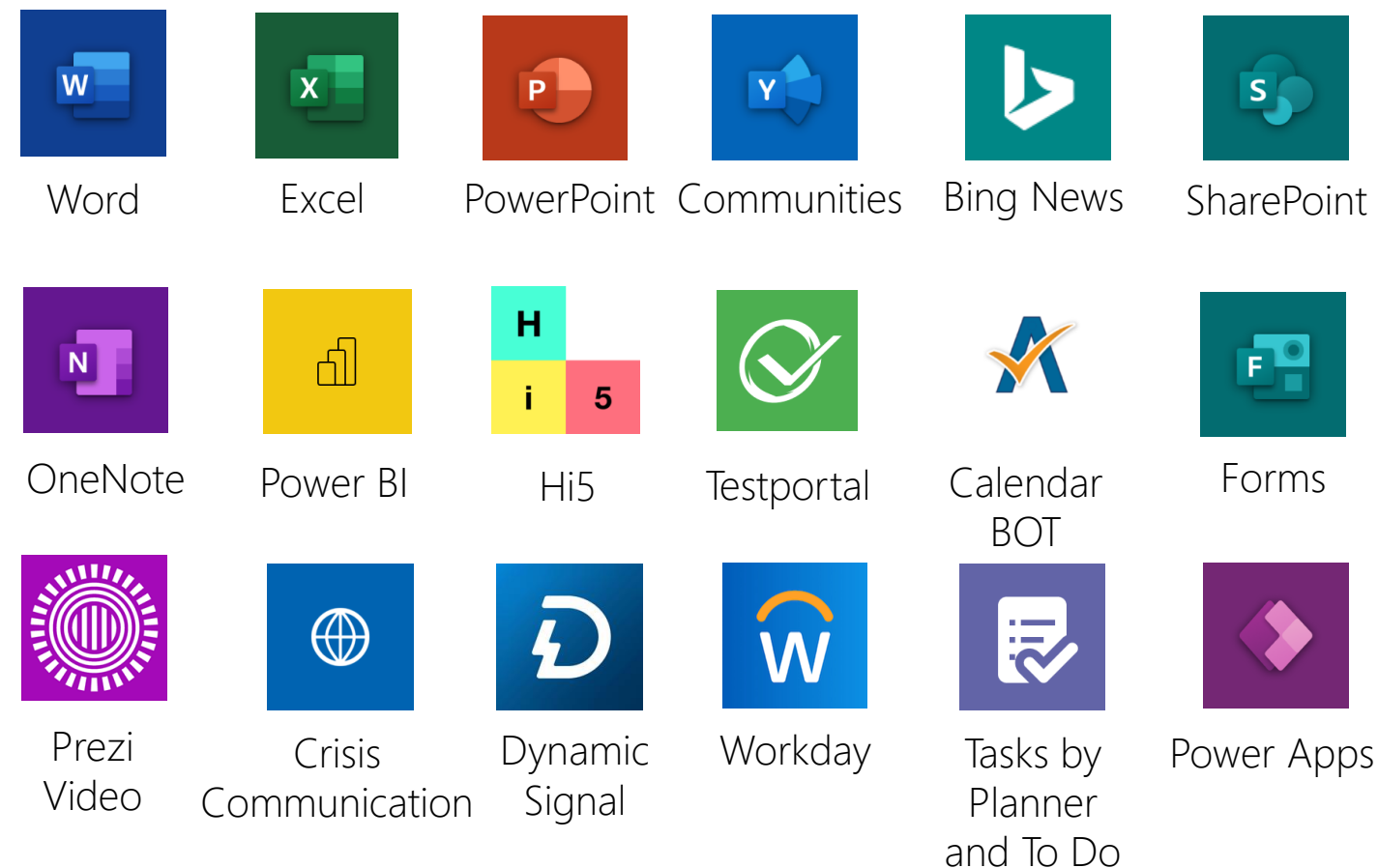
Check out how the Human Resources team can use Microsoft Teams to keep your business running efficiently and address unexpected situations with confidence.

## Human Resources Superpowers in Teams

### Capabilities and features used...

- Schedule meetings using synced calendars, or a meet now feature
- Participate in instant, open-channel communication
- Store documents within a cloud-enabled repository using File Explorer or channel tabs
- Create and co-author documents, spreadsheets, presentations and more in the cloud with Office 365
- Channel posts for everyone to stay on the same page
- Help collaborate with teammates on multiple projects from within a single channel comment

### Apps that enable an immersive experience in Teams



# Meet the Business Decision Makers

## Human Resources



### Assistant HR Manager

*"To win the marketplace, one must win the workplace."*

- Submit employee data reports by assembling, preparing, and analyzing data
- Oversee the completion of compensation and benefit documentation
- Support all internal and external HR-related inquiries or requests



### HR Manager

*"Human Resources isn't a thing that we do, it's the thing that runs our business."*

- Plan, direct, and coordinate the administrative functions of an organization
- Oversee an organization's recruitment, interview, selection, and hiring processes
- Handle staffing issues, such as mediating disputes and directing disciplinary procedures



### HR Lead

*"HR Leadership is the art of giving people a platform for spreading ideas that work."*

- Responsible for the smooth and profitable operation of a company's Human Resources department
- Supervise and provide consultation to management on strategic staffing plans, benefits and training
- Overseeing payroll and performance evaluation systems



# Manage Organizational Communication & Information Sharing

## Assistant HR Manager

### Scenario Walkthrough

The HR Team at Contoso wants to send out safety protocols to the entire organization as a severe cyclone is expected to hit Seattle over the next few days. The Assistant HR Manager works with the Department Heads and the Security team to leverage collaboration and communication tools and puts together a safety protocol.

- Creates a conversation alerting Department Heads of the upcoming cyclone and discusses safety measures for the ground staff and tasks for the employees who will be working from home.
- Posts the cyclone alert message for all teams and creates a collaborative OneNote tab laying out a comprehensive plan.
- Invites Site Manager and other team members to edit the plan of a simulation exercise.
- Assigns tasks to ensure that all the employees have all the information they need via Tasks by Planner and To Do.
- Updates the emergency contact list and other vital details using Crisis Communication.

### How did Teams help the Assistant HR Manager execute his roles and responsibilities?

- View broadcast of daily news sent to the organization using Bing News.
- Integrated OneNote app helps pen objectives and safety protocols quickly.
- Provide your team with a user-friendly experience to connect users with information about a crisis with Crisis Communication.
- Create and assign tasks to effectively work as a team with Tasks by Planner and To Do.

### Which app integrations on Teams made it possible?



Bing News



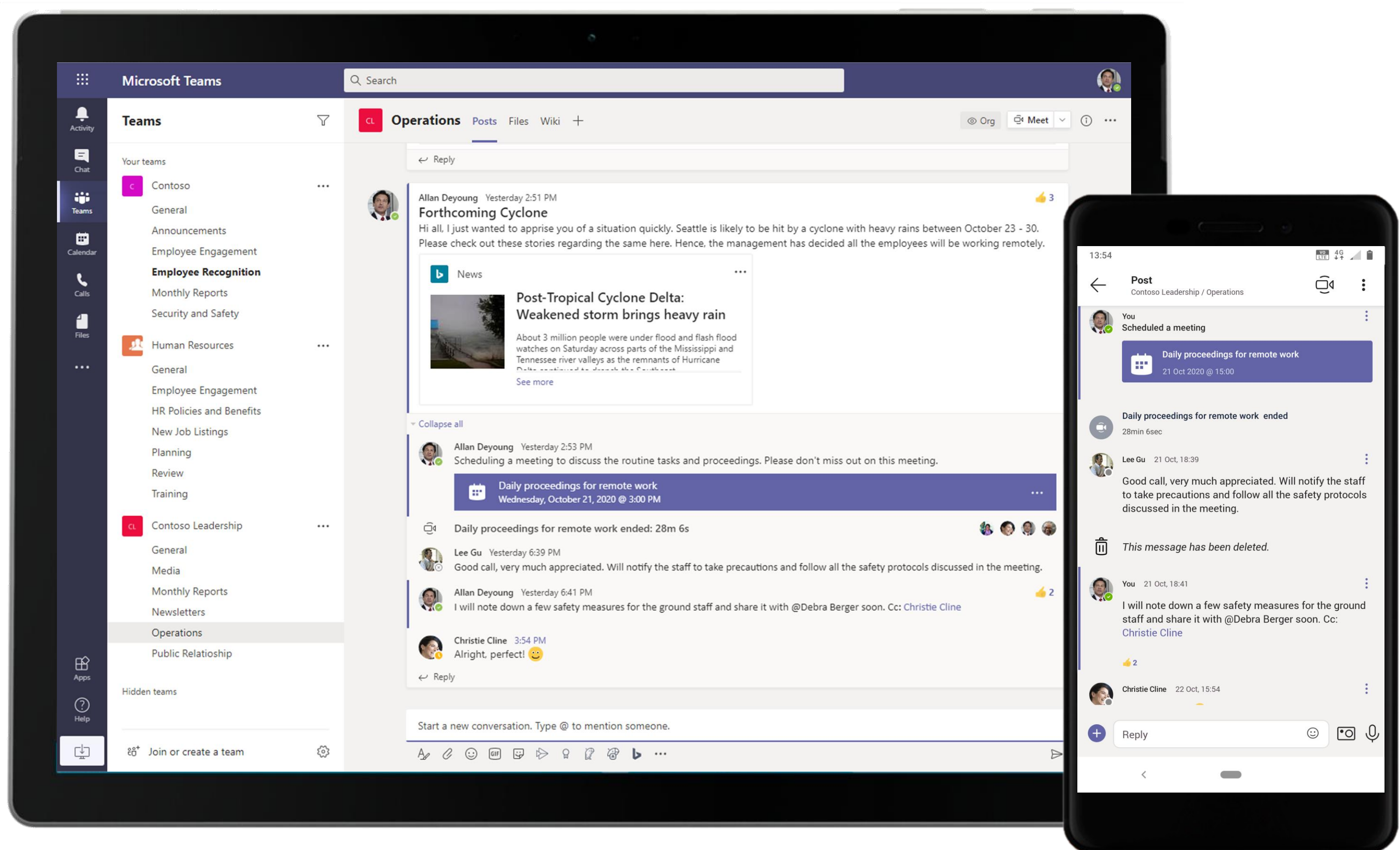
OneNote



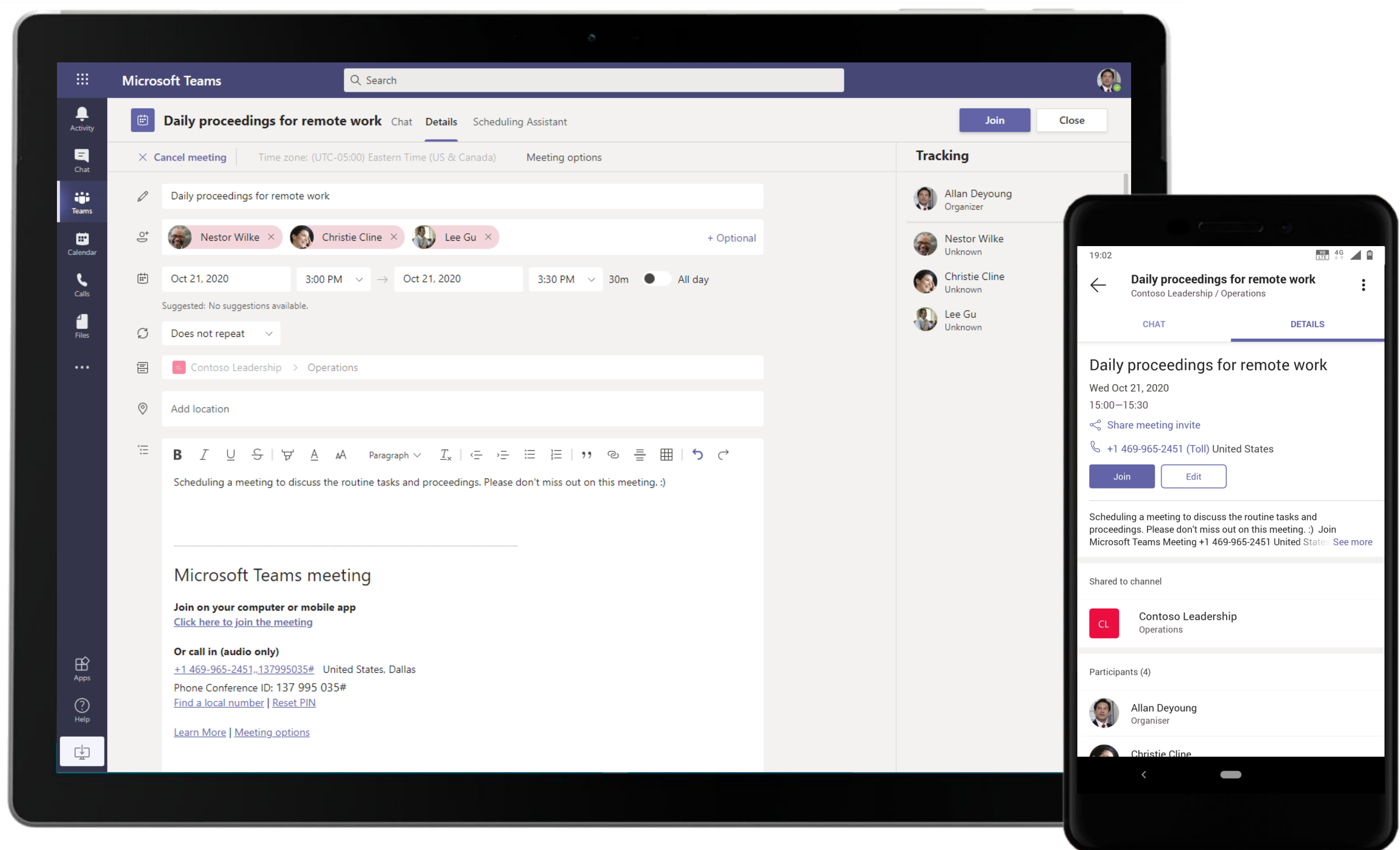
Crisis  
Communication



Tasks by Planner  
and To Do

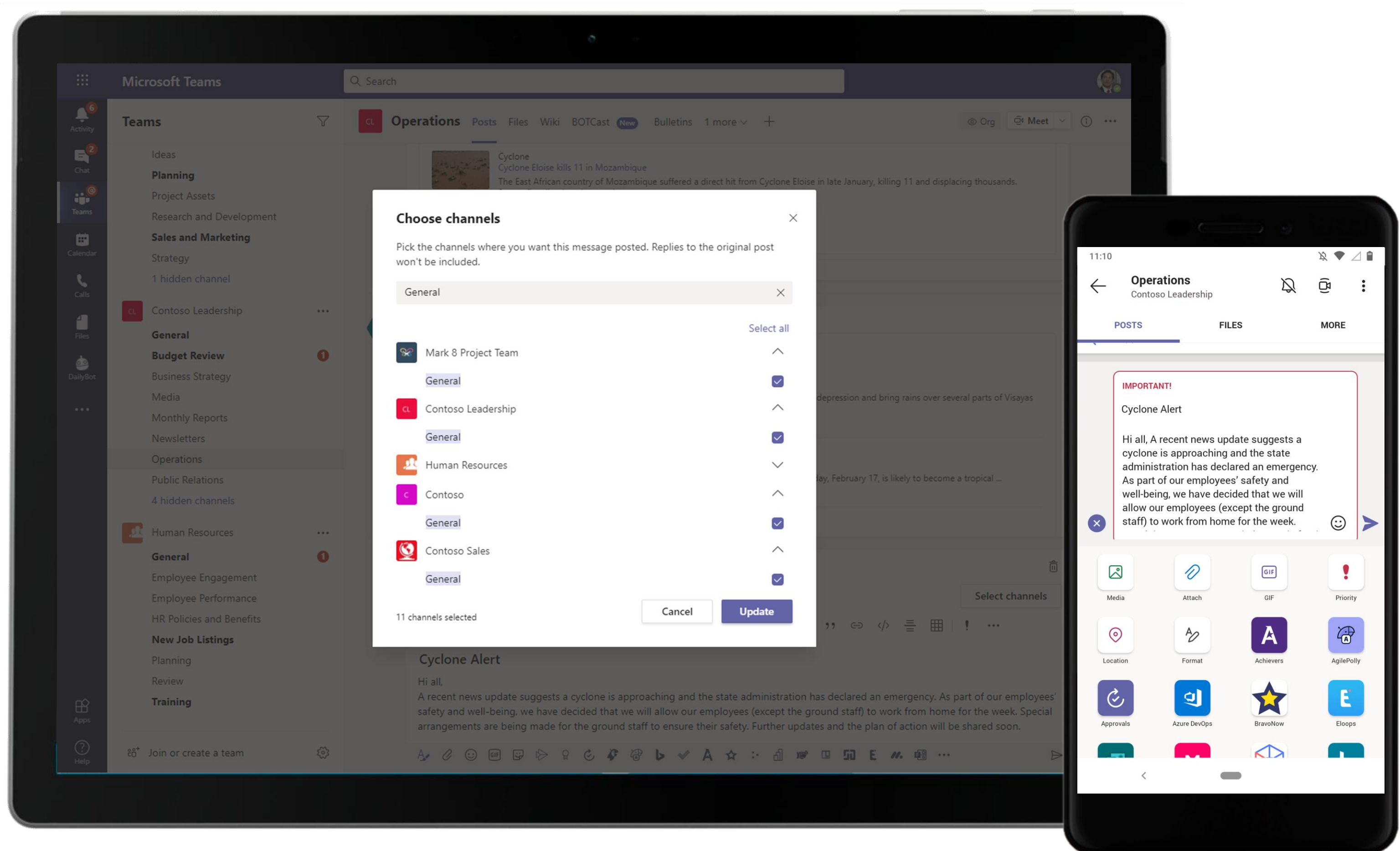


Get the most relevant news on topics you care about using Bing News. The Assistant HR Manager shares a news update about the cyclone and schedules a meeting to discuss a mitigation plan.

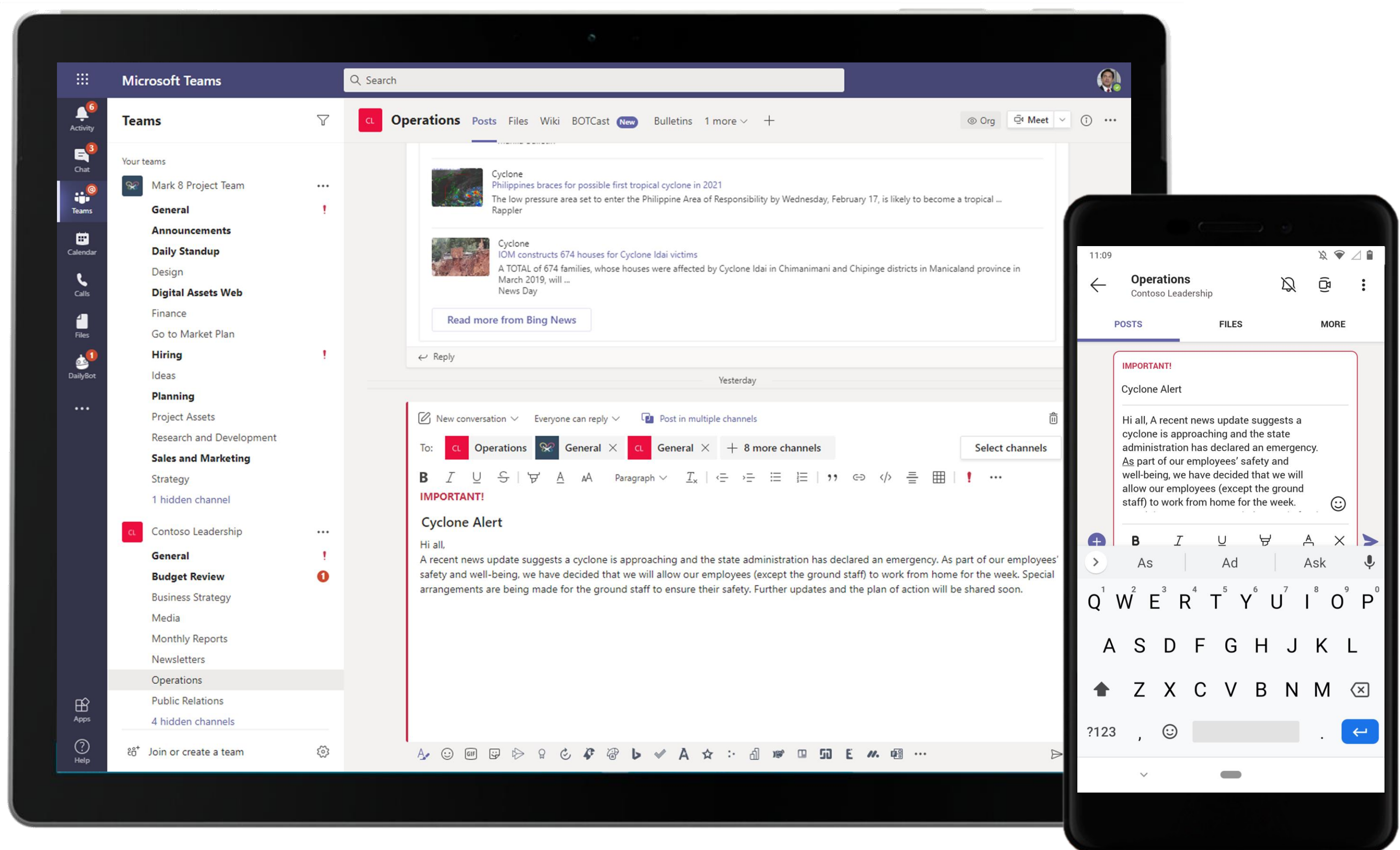


Complete meeting solutions in Teams support screen sharing, recording, video and audio conferencing. Scheduling Assistant feature suggests times that are optimal for all attendees.

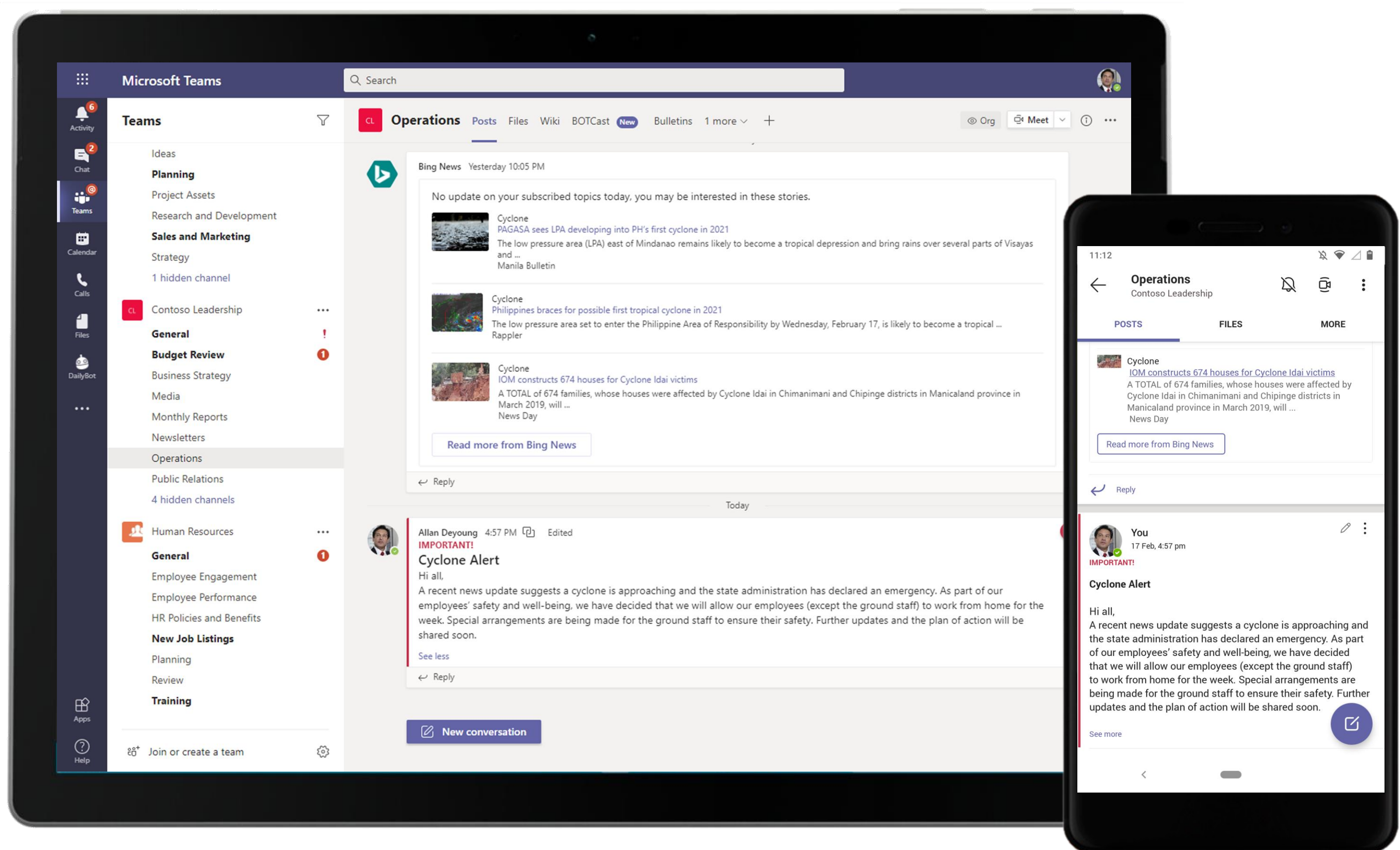




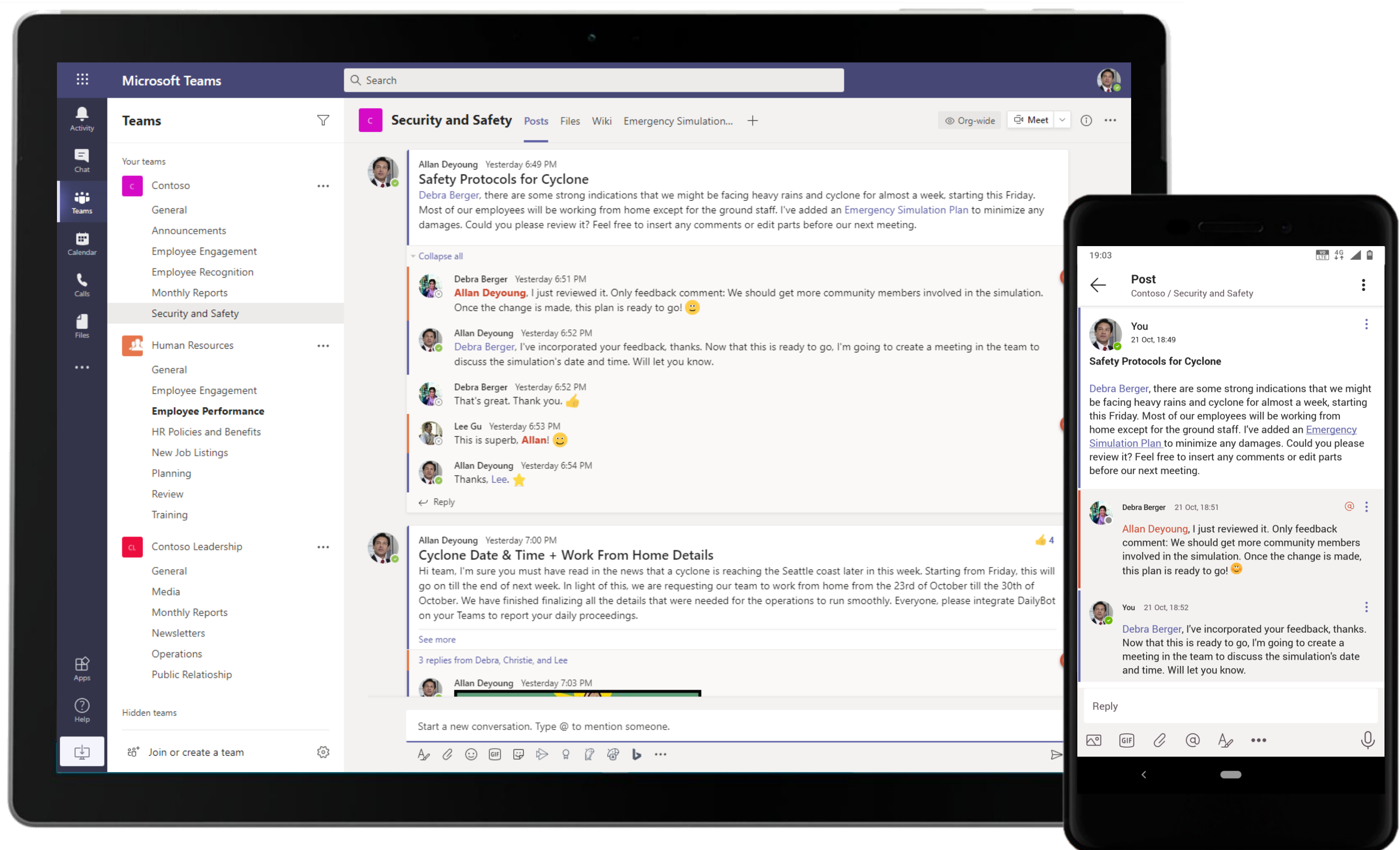
The Assistant HR Manager chooses between multiple channels to post an emergency announcement regarding the cyclone across multiple teams.



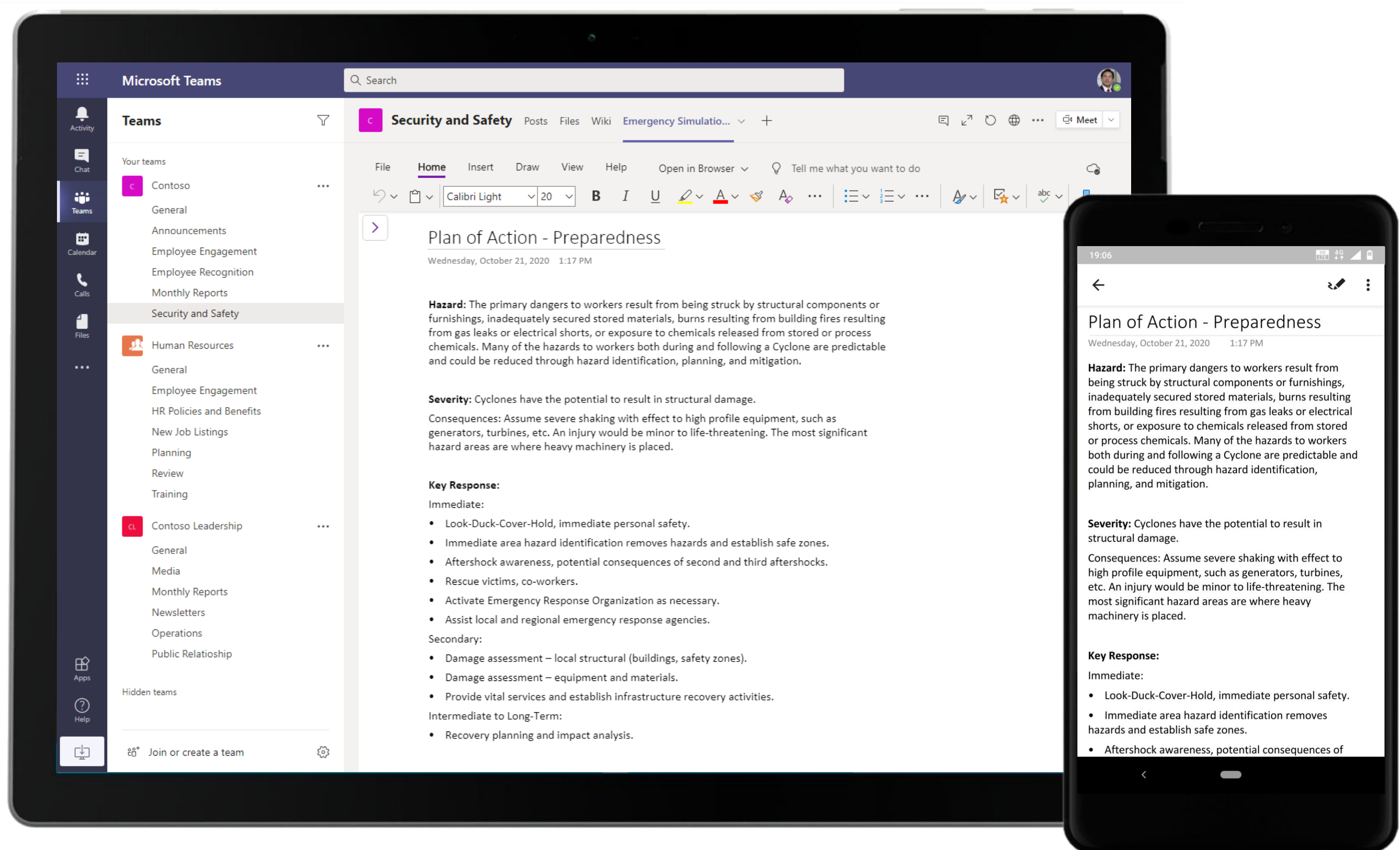
Underline how important the message is by marking it as such. The Assistant HR Manager set's the priority of the Cyclone Alert as 'Important' and broadcasts the message across multiple channels.



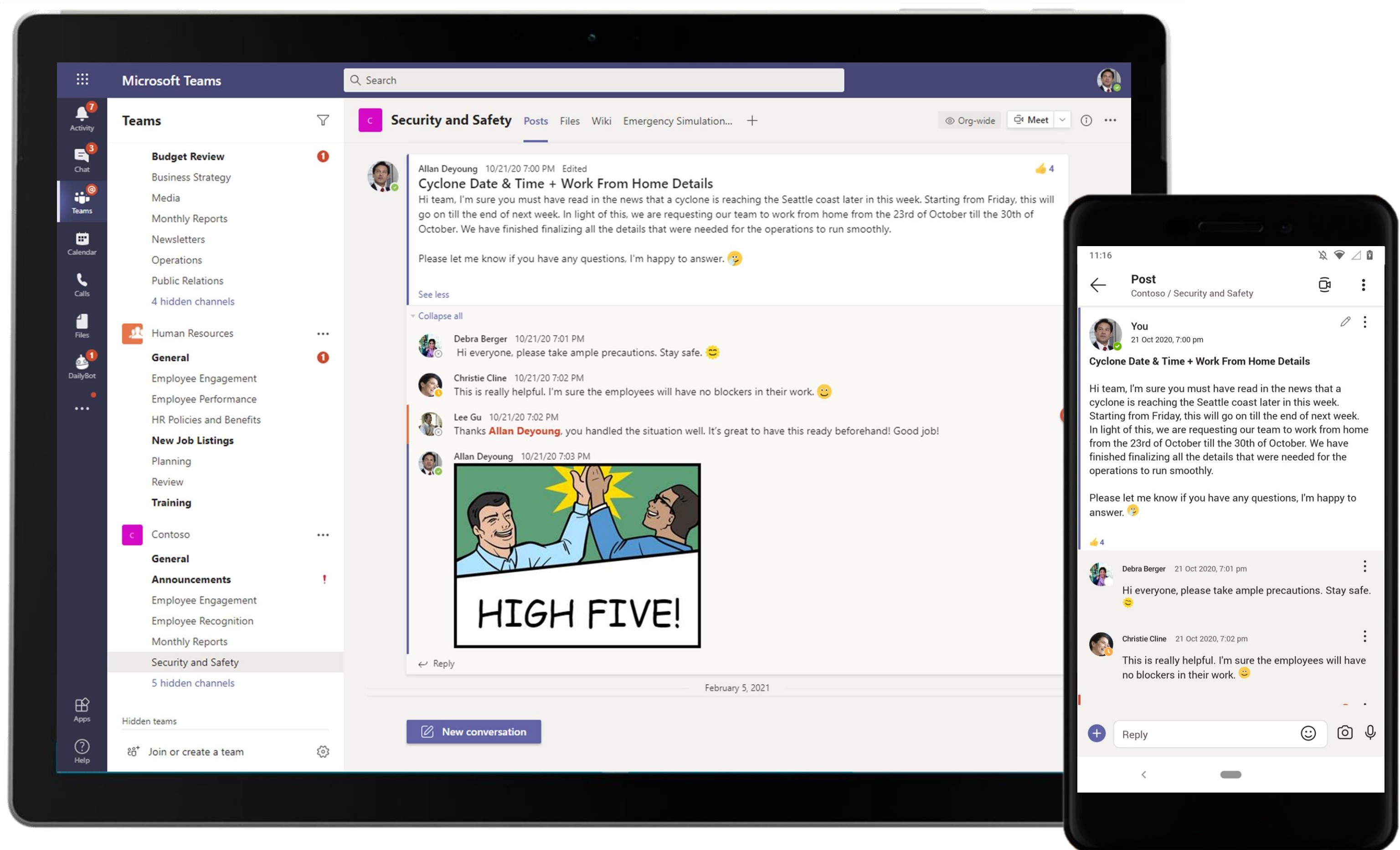
Get the most relevant news on topics you care about with News in Microsoft Teams. The team receives news alerts regarding the cyclone sent directly from Bing News.



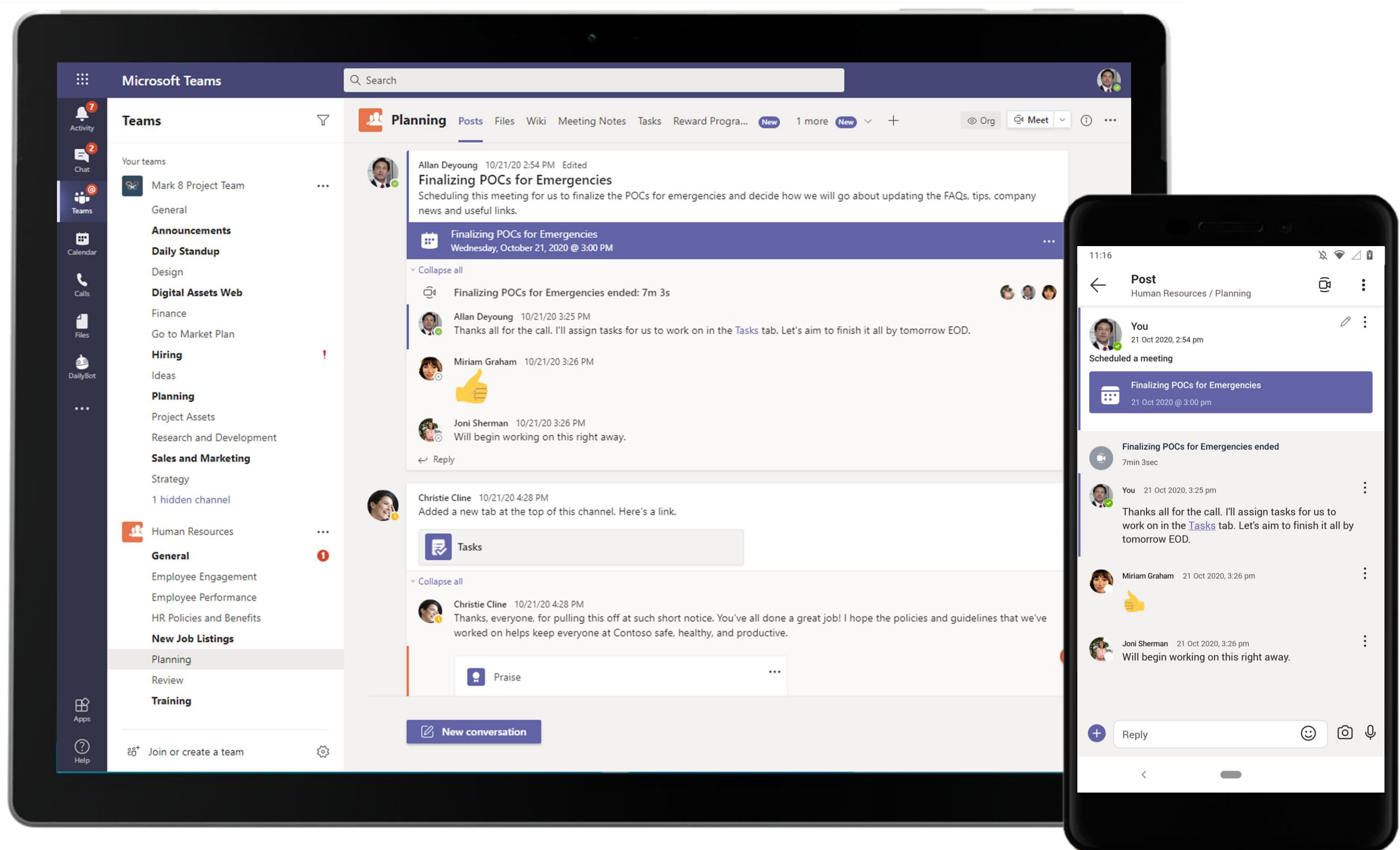
Microsoft Teams enables transparent communications through channel conversations. The Assistant HR Manager communicates in open-channel conversations and keeps team members up-to-date.



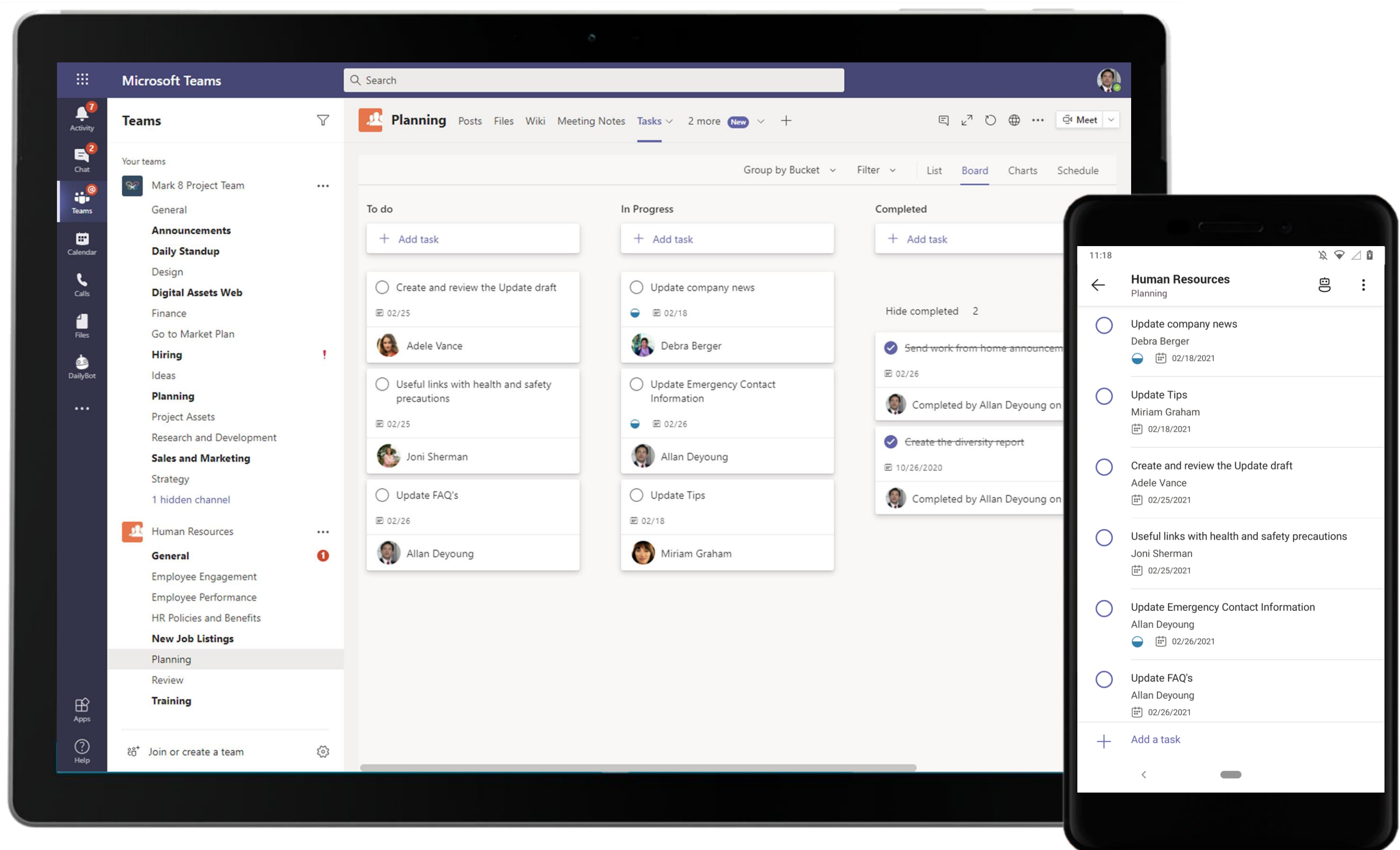
Enjoy powerful document creation with OneNote in Microsoft Teams. The Assistant HR Manager shares the safety protocol using OneNote.



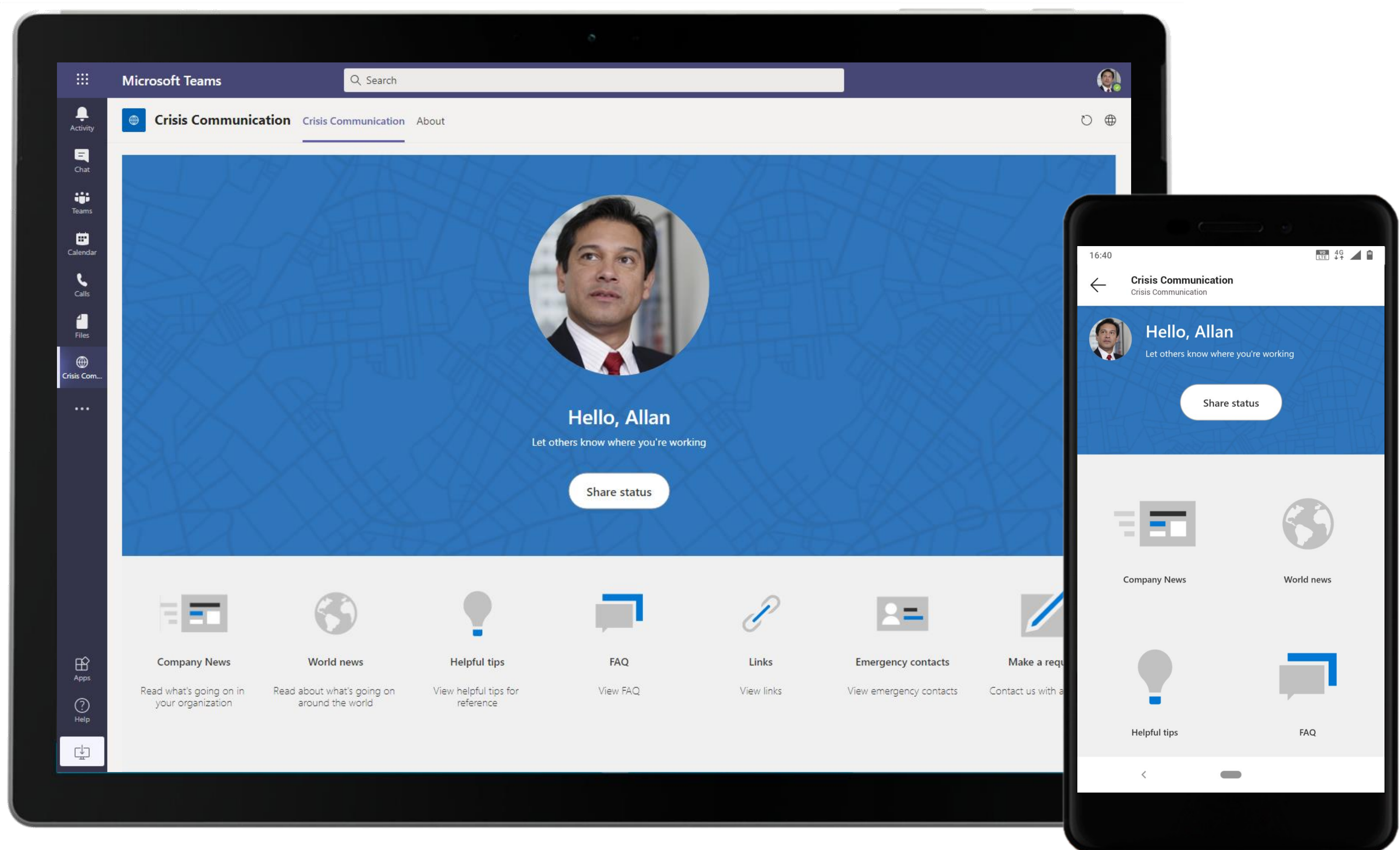
Channel conversations can contain a lot of things – conversations, files shared by team members, meeting threads, and GIFs! Use social features like reacting to team members' conversations and responses to acknowledge them.



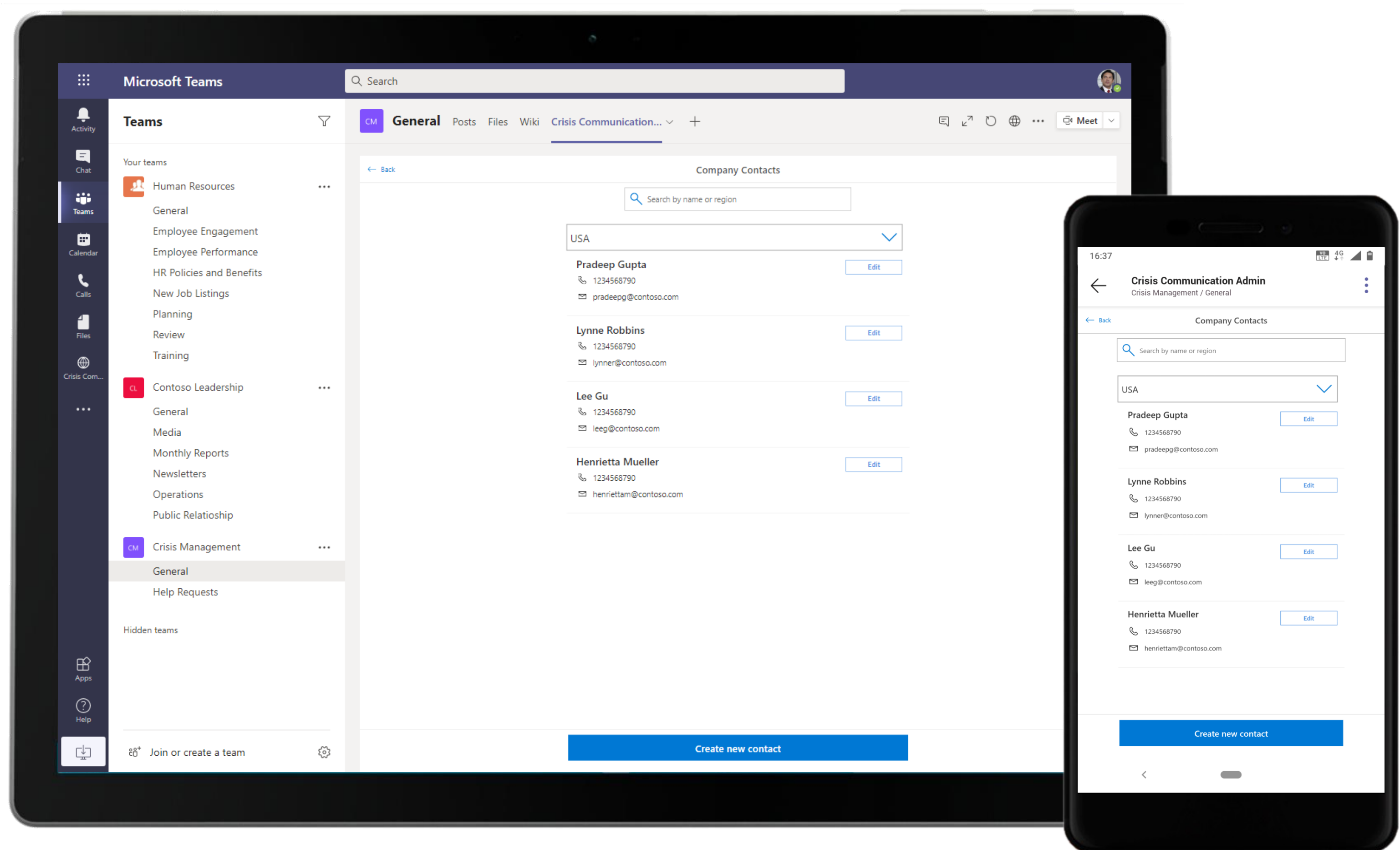
Create dedicated channels to facilitate instant group communication. The Assistant HR Manager creates a meeting invite to discuss immediate measures for the situation.



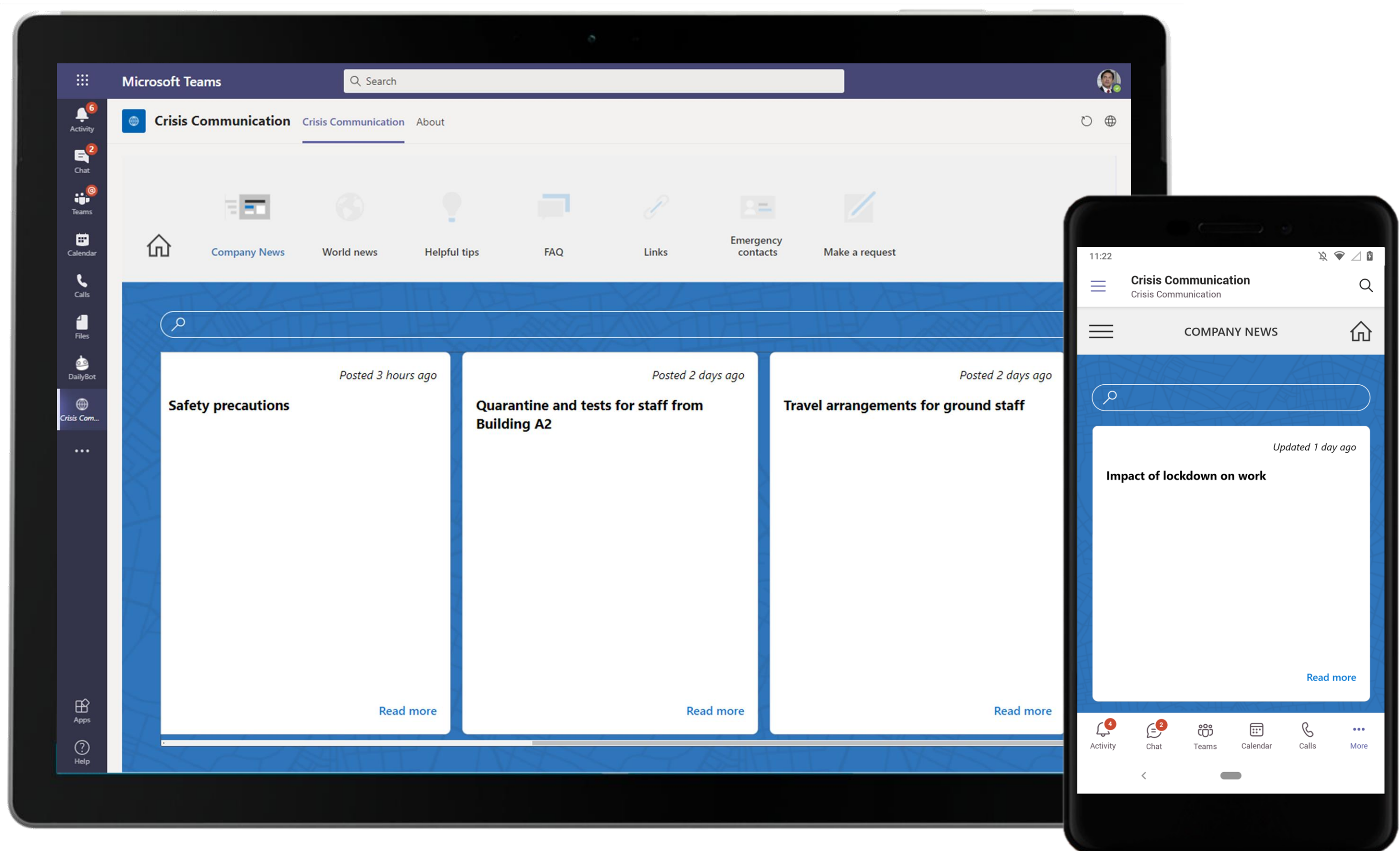
The deeply integrated Tasks by Planner and To Do within Microsoft Teams enables speedy plan mobilization using task assignment and delegation. The Assistant HR Manager can organize and track tasks with the Tasks by Planner and To Do tab in any channel in Microsoft Teams.



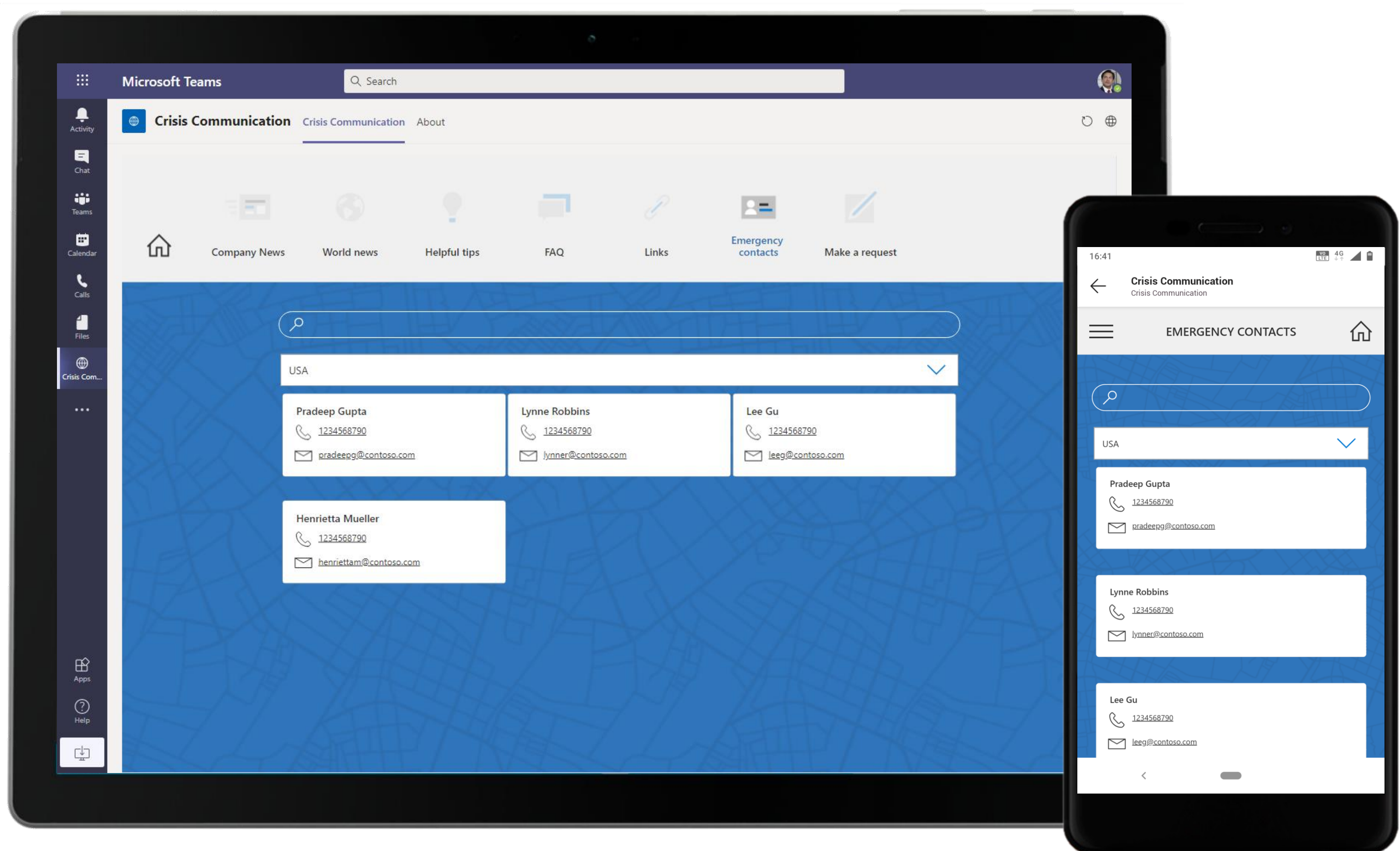
The Crisis Communication app provides a user-friendly experience to connect users with information about a crisis. The Assistant HR Manager sets up the sample app for his team.



The Crisis Communication admin app allows your to quickly update emergency contacts, company news, frequently asked questions, and more.



The Crisis Communication app allows employees to stay up-to-date with the company news. Administrators can add, delete and edit internal news articles that can then be accessed by everyone using the Crisis Communication app.



Quickly get updates on internal company news, get answers to frequently asked questions, access emergency contacts and more right inside Teams with the Crisis Communication app.



# Strengthening the Workplace Community

HR Lead

## Scenario Walkthrough

The unprecedented and prolonged shutdown at one of the locations has majorly affected the daily operations of the Contoso group. Rumors that there would layoffs is affecting employee morale, and this has taken a severe toll on their productivity at work. The human resource team is seeking Microsoft Teams to address the issue and communicate with the employees directly.

- Attends a team meeting to address false rumors and discusses steps to handle the situation.
- Engages Forms to conduct a quick survey to know the mood of the employees.
- Reaches out to the Vice President over chat to discuss the possibility of addressing the rumors over a live company-wide event.
- Schedules a live Townhall within Teams to address the rumors and to announce expansion plans.
- Views the results of the employee satisfaction survey after the Townhall via Forms.
- Uses Custom Stickers to appreciate the HR Associate for conducting the survey and getting results quickly.

## How did Teams help the HR Lead execute his roles and responsibilities?

- Forms helps collect feedback and responses for a critical analysis.
- Address the whole organization together on one platform to communicate quickly and effectively through a Townhall.
- Facilitation of data-driven decisions informed by visualizations and scoring in Power BI for Microsoft Teams.
- Engage your organization with live events and Q&A sessions in Teams.

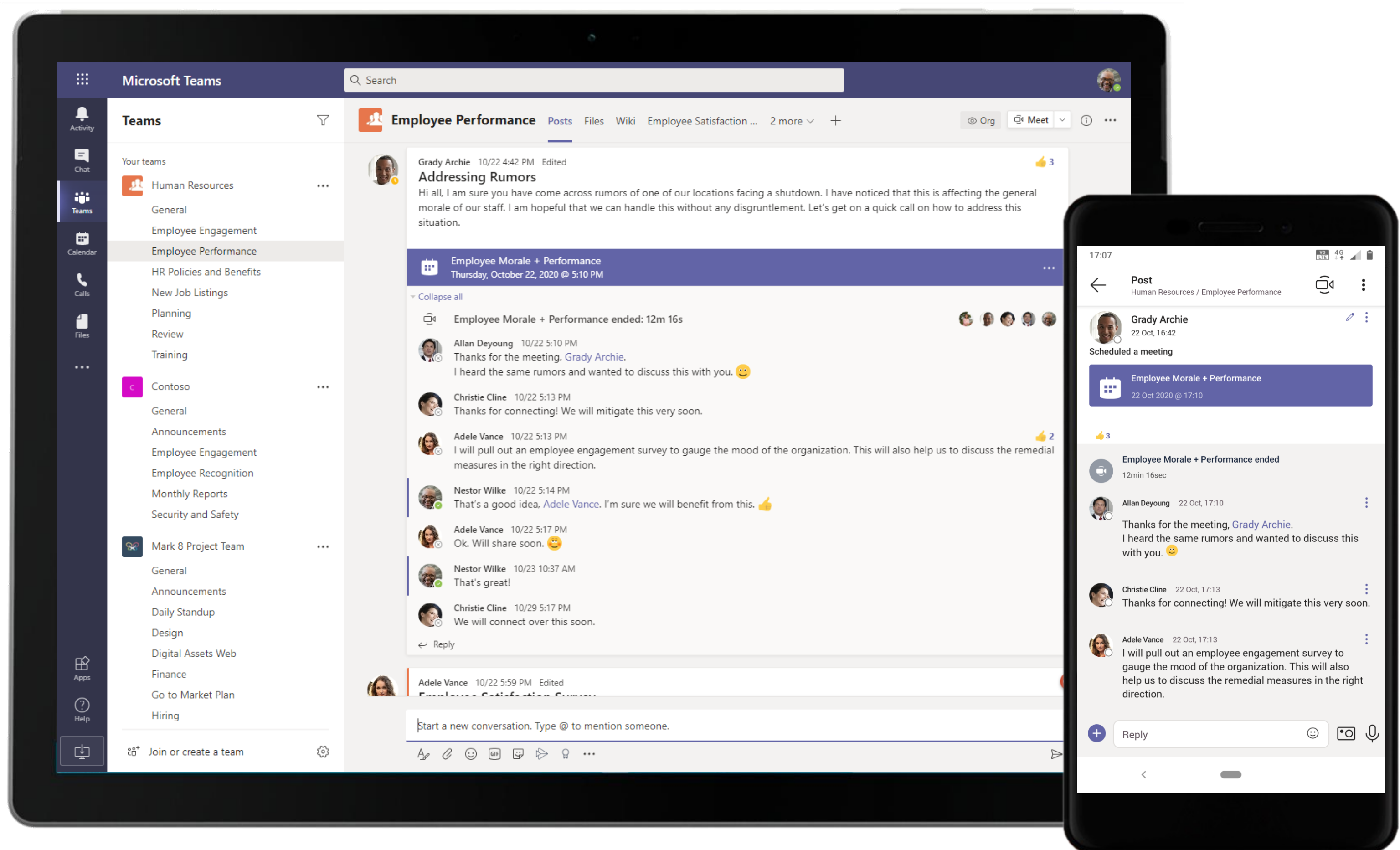
## Which app integrations on Teams made it possible?



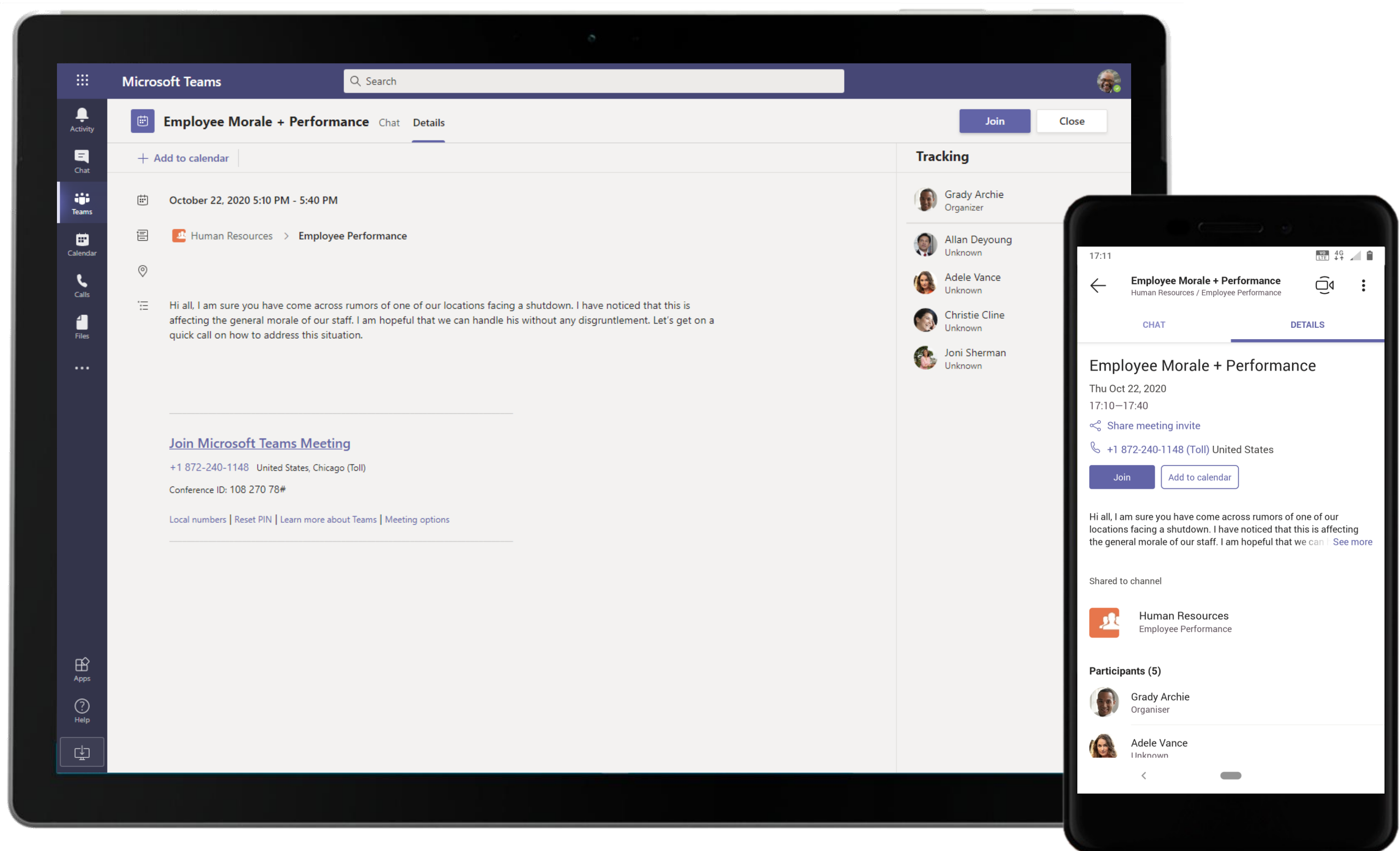
Forms



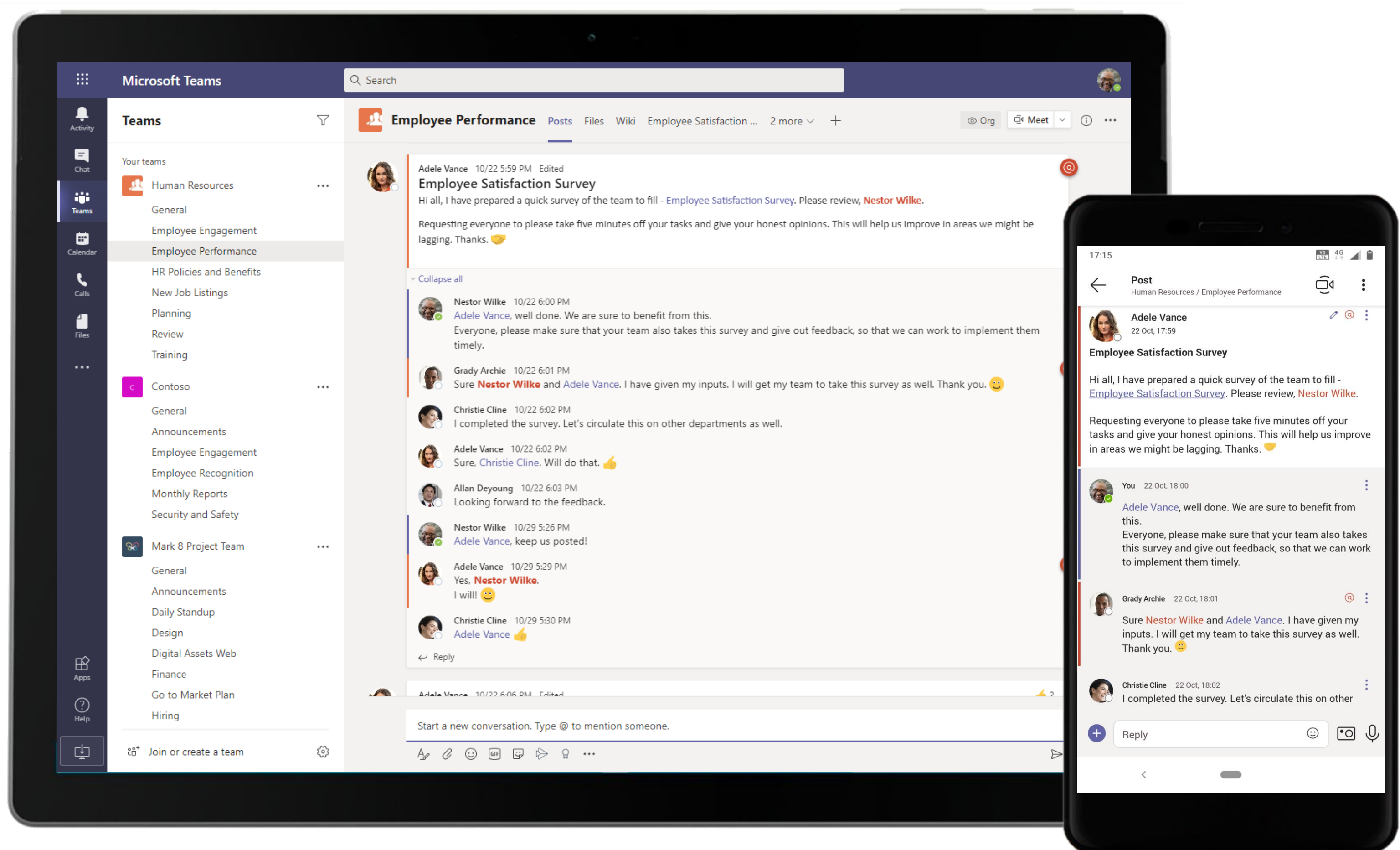
Custom Stickers



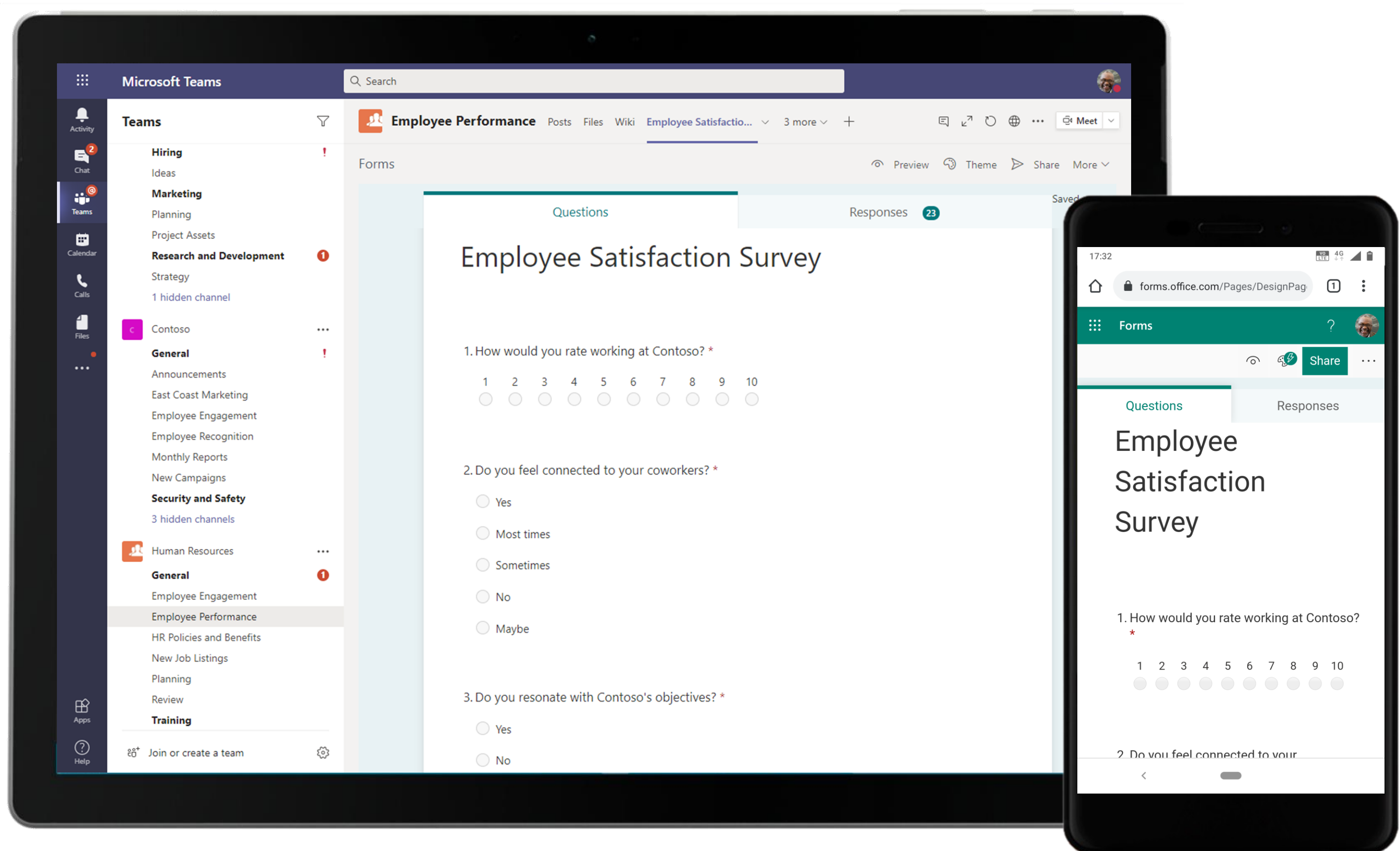
Keep conversations, meetings and relevant documents all in one place with Microsoft Teams. The Director provides context to the meeting through channel post and continues to interact with his team on the same thread.



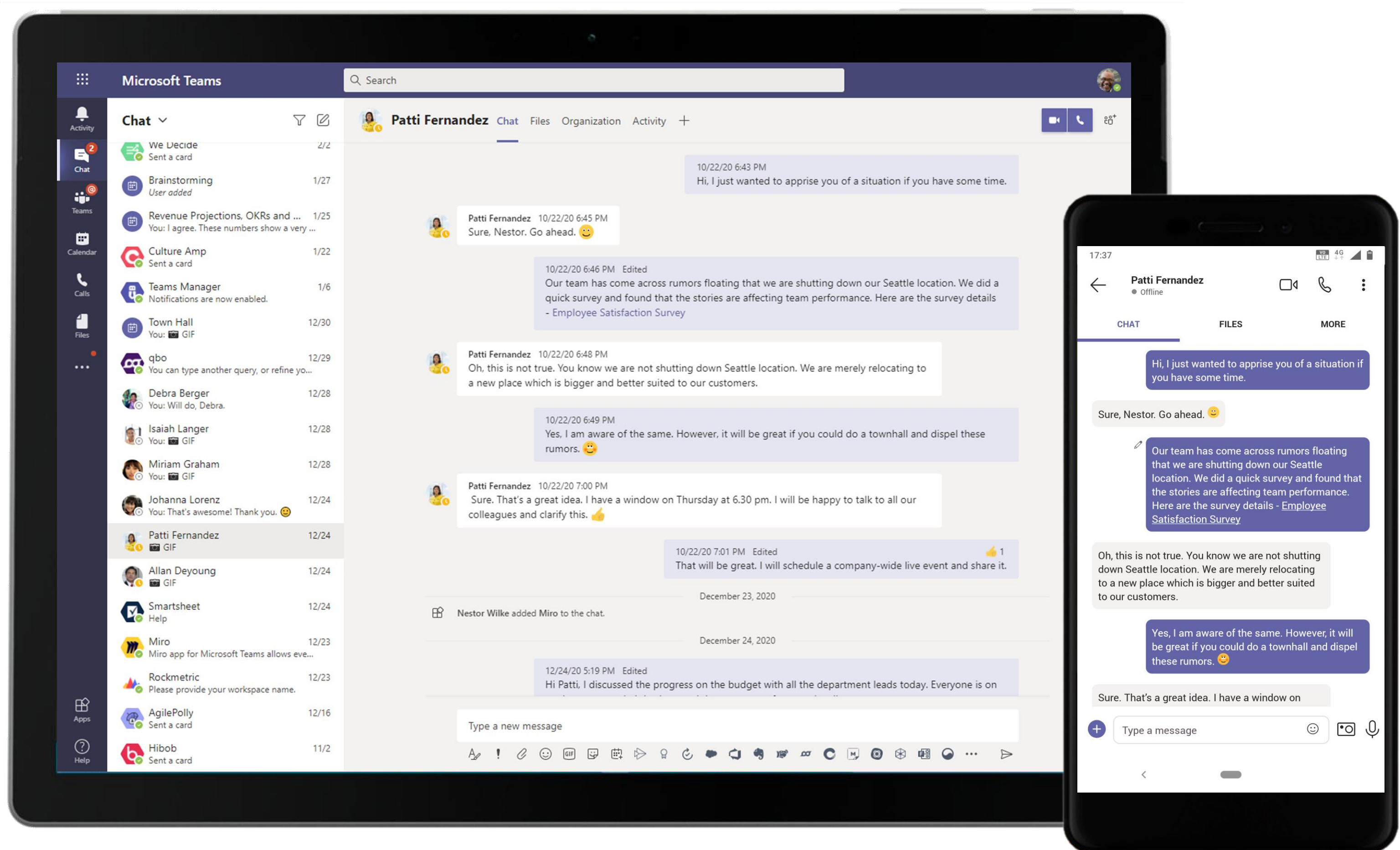
Complete meeting solutions in Teams support screen sharing, recording, video and audio conferencing.



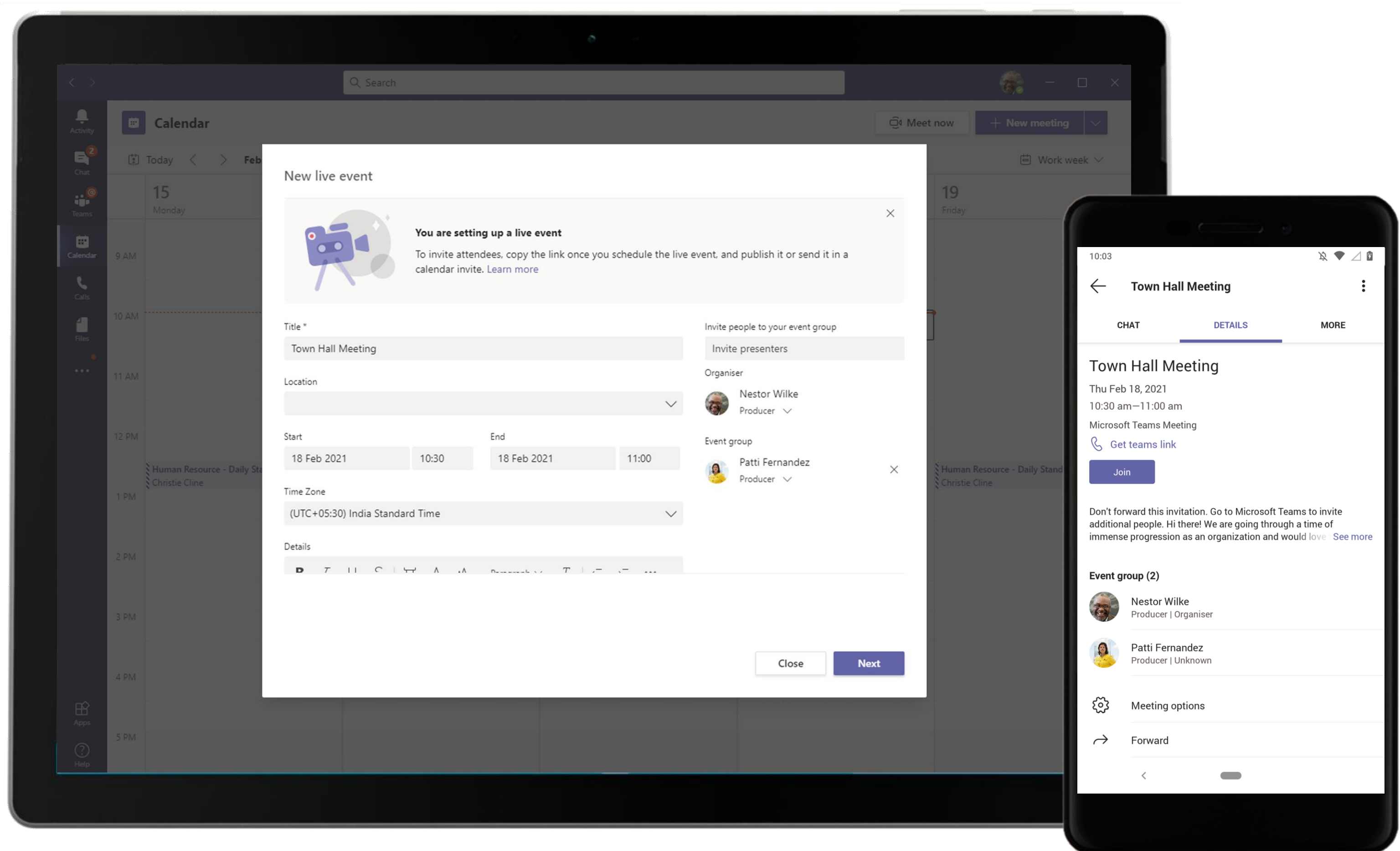
Use channel conversations to relay updates to team members. The HR team member posts a quick update regarding the employee satisfaction survey and @mentions relevant people to grab quick attention.



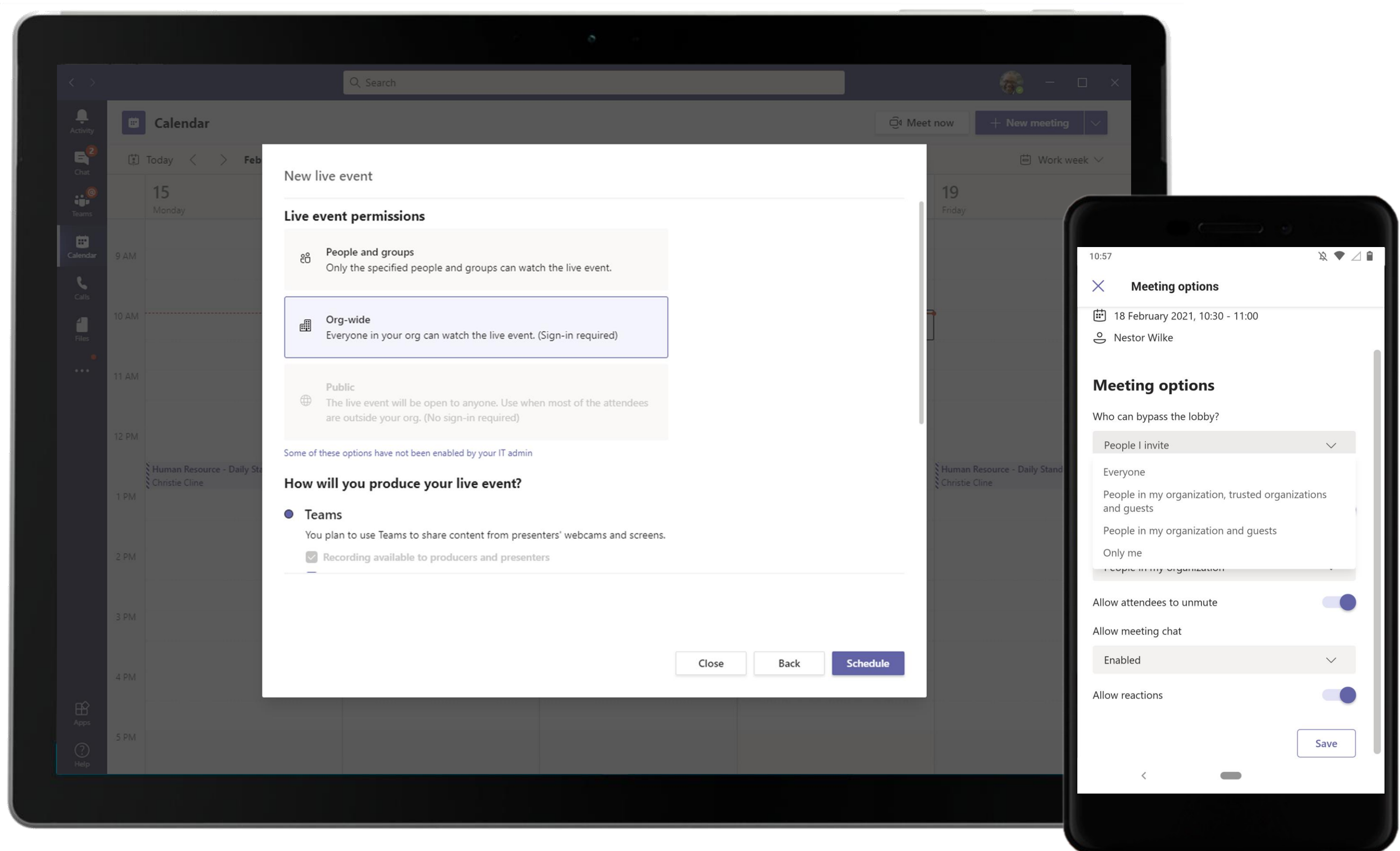
Easily create surveys, quizzes and polls using integrated Forms app. The HR team conducts employee satisfaction survey using Forms.



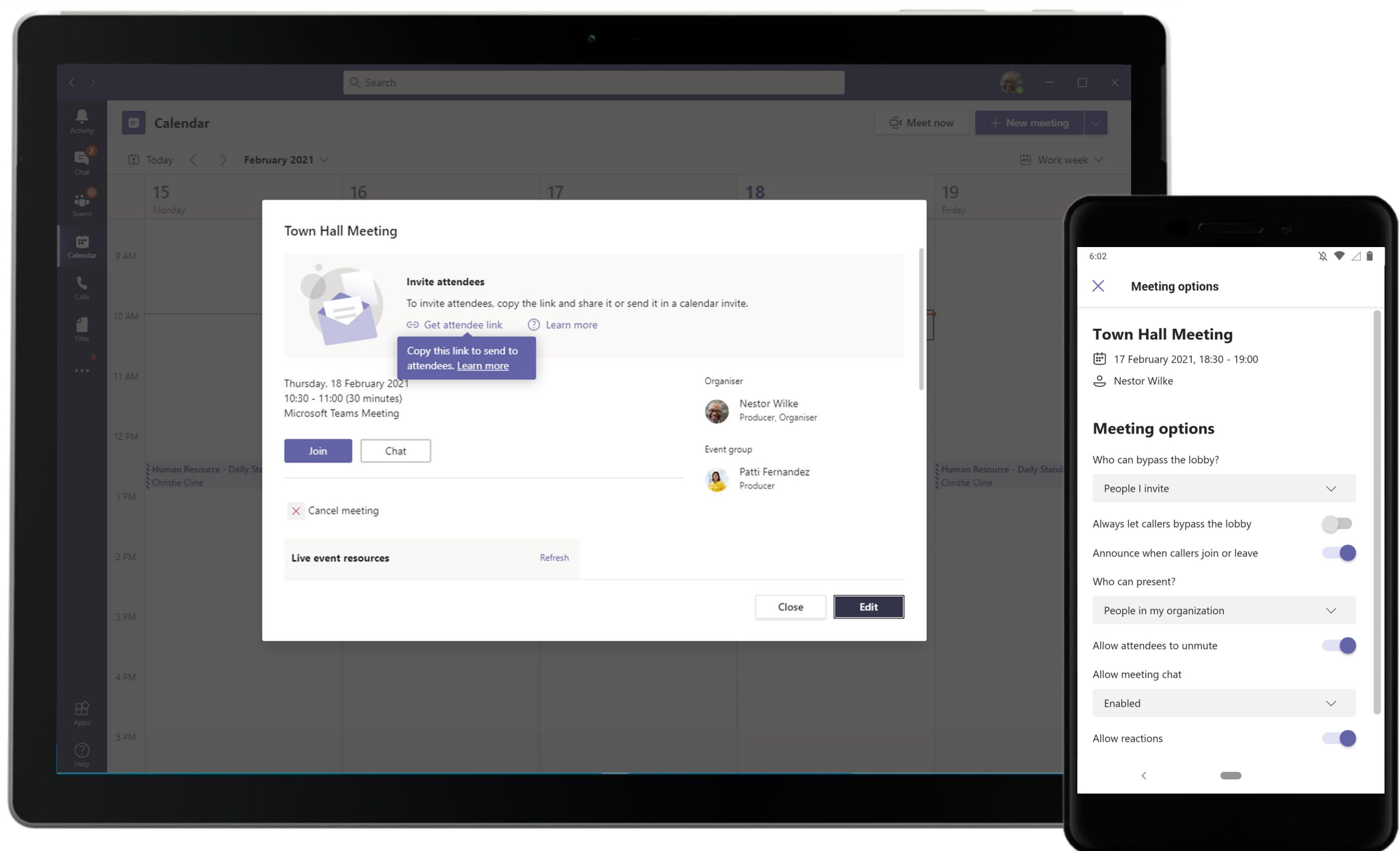
Use a private one-on-one chat or a group chat for conversations that don't require the entire team. The HR Lead reaches out to the Vice President and updates her about the rumors.



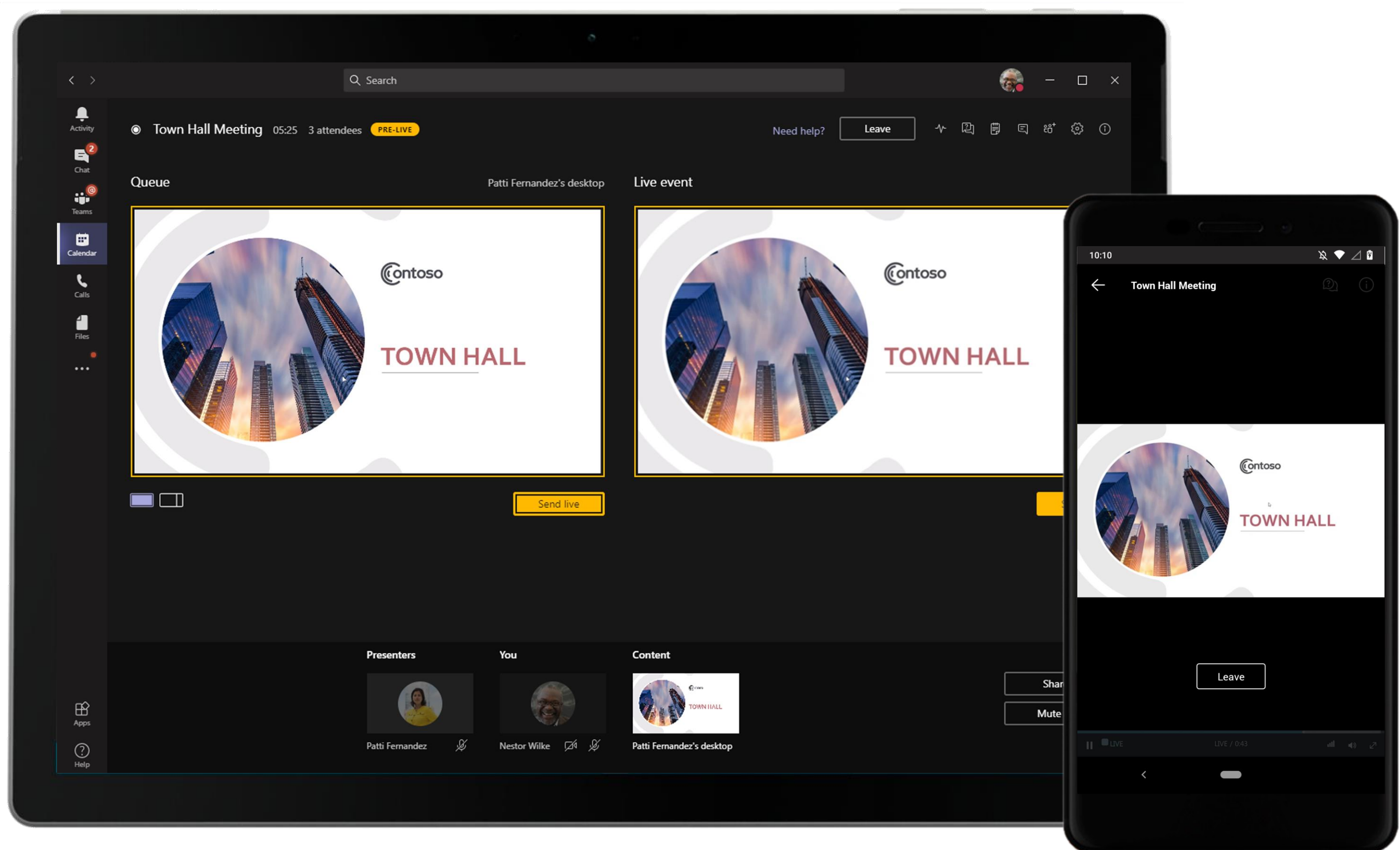
Microsoft Teams live events are an extension of Teams meetings that enable you to schedule and produce events that stream to large online audiences. The HR Lead uses the live events feature to schedule the Town Hall.



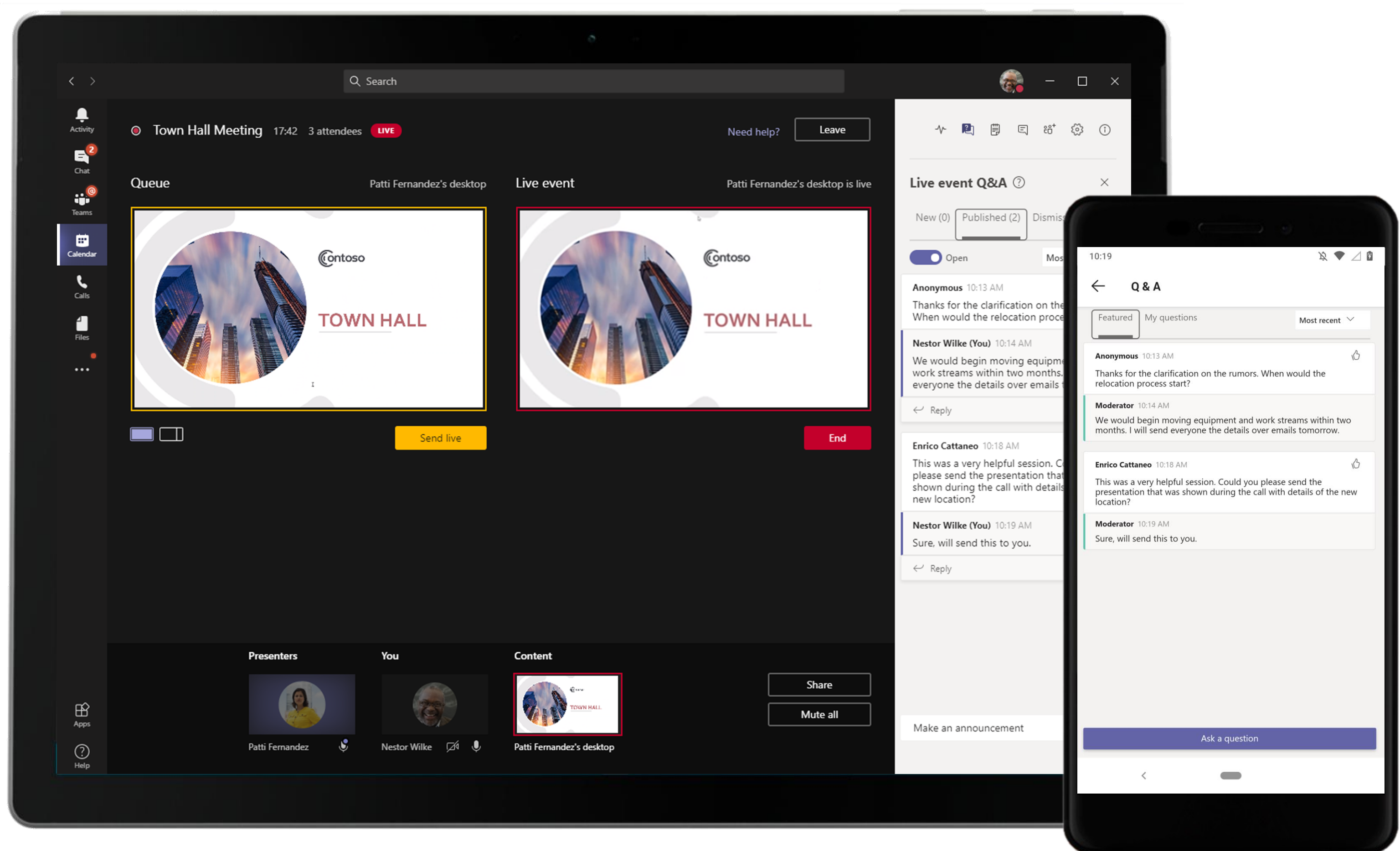
Organizers can configure permissions for the live event, enable Q&A for the event and customize other permissions based on their requirements.



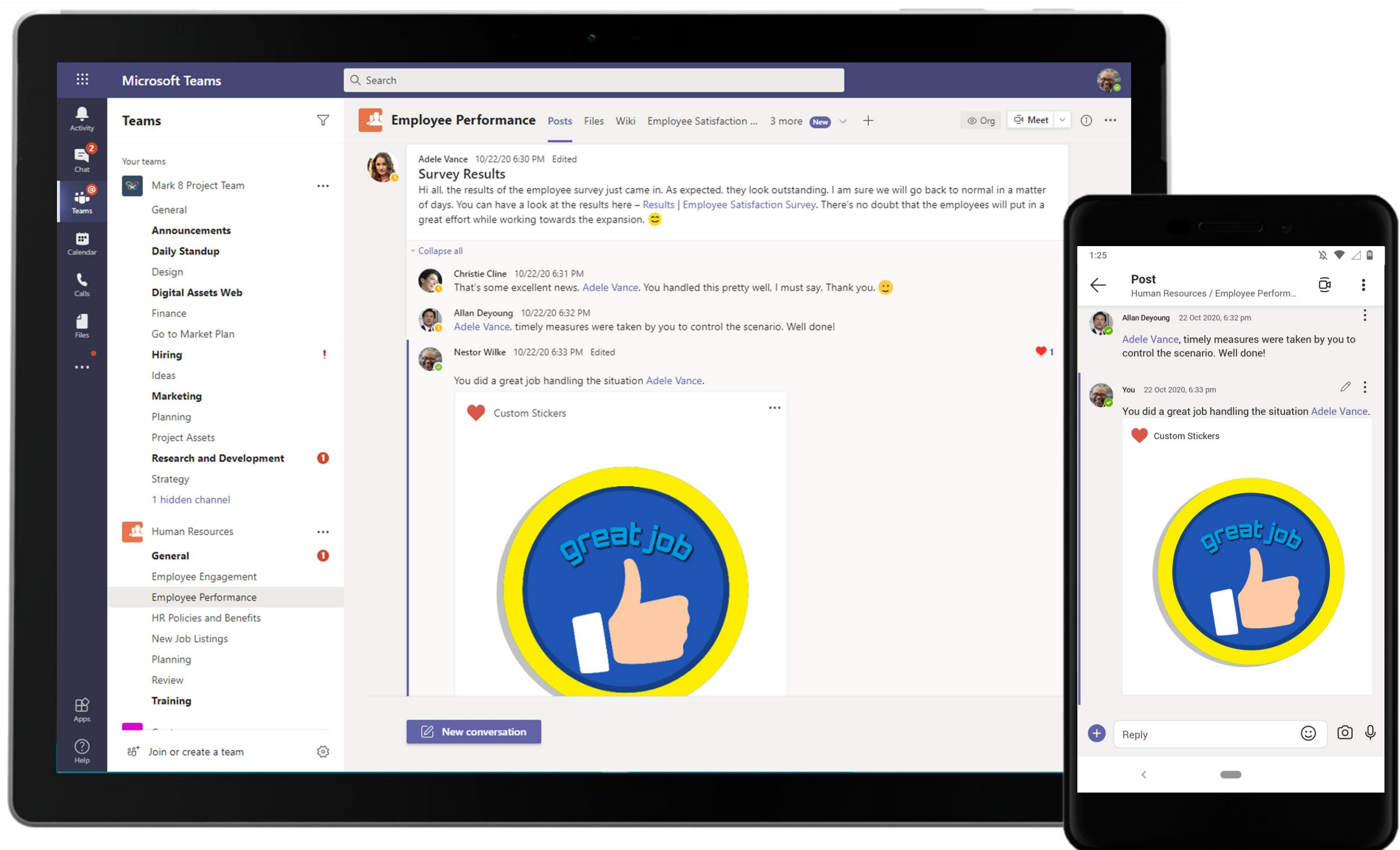
The HR Lead, who is the organizer of the meeting, can set attendee permissions and send invites for the Town Hall.



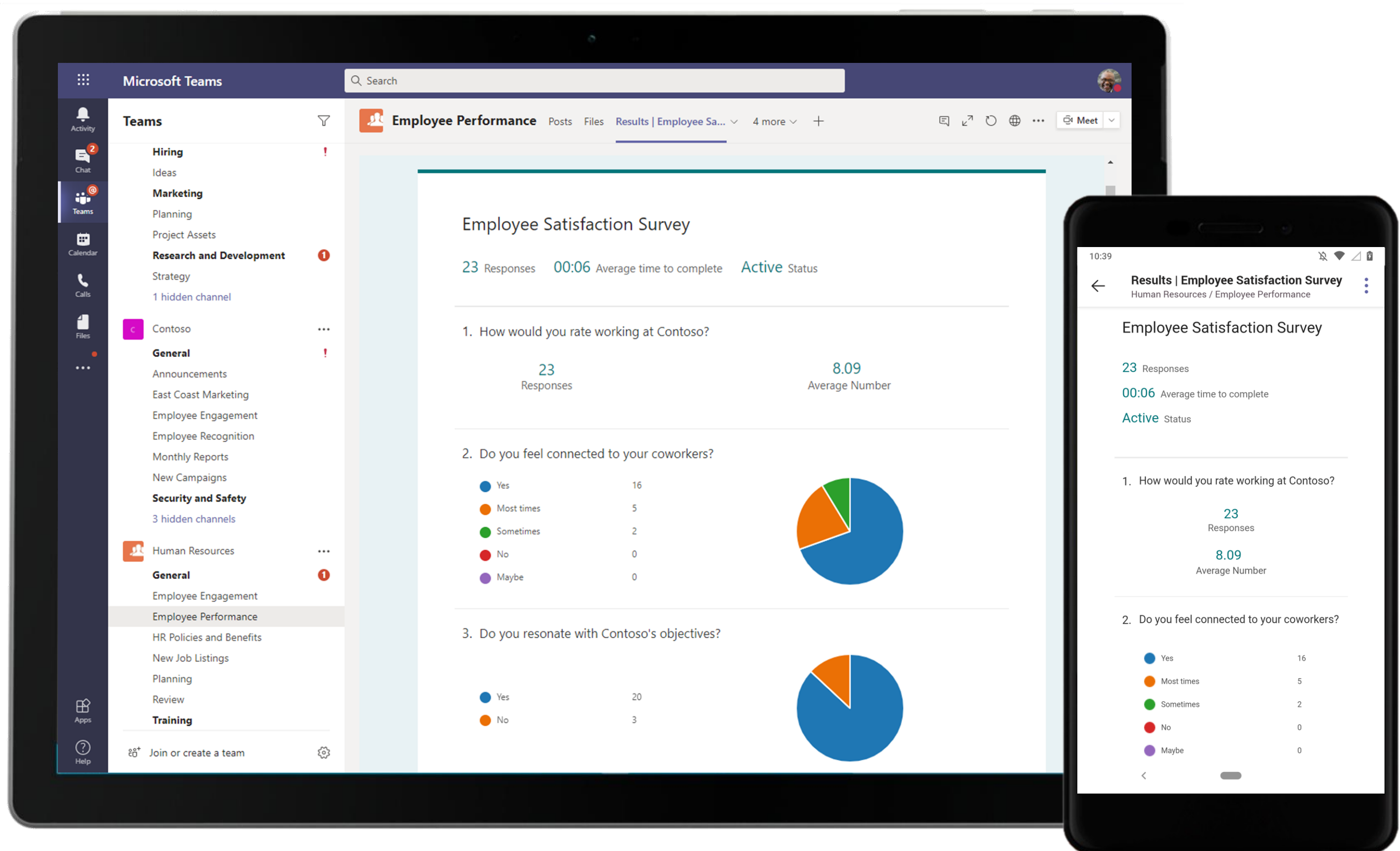
Event organizers can choose to share their screen, present documents, share videos, images and more for an engaging live event.



As the producer/organizer of the live event, the HR Lead can configure options like moderating a Q&A session.



Microsoft Teams enables transparent communications through channel conversations. The HR Lead communicates in open-channel conversations and keeps team members up-to-date.



With Forms, you can view the responses to your surveys, analyze response trends, view the number of respondents, average time to complete the survey and more, all within Microsoft Teams. The HR Lead views the results of the Employee Satisfaction Survey.



# Keeping Front Line Workers up-to-date

## HR Manager

### Scenario Walkthrough

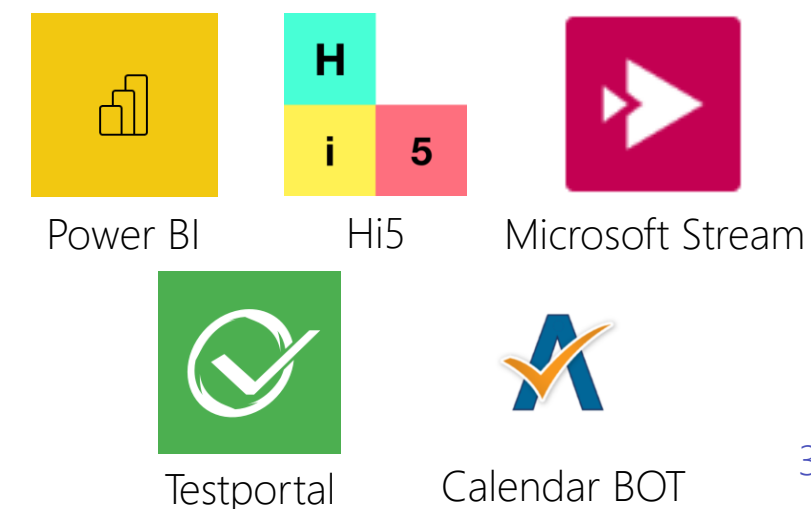
Keeping workers updated on the latest company news and recognizing them for their efforts can be difficult when the team is working across locations. The Human Resources team needs an easy way to train and recognize high performing teams and employees within the organization. See how the HR Manager leverages various tools in Teams to keep the FLW up-to-date.

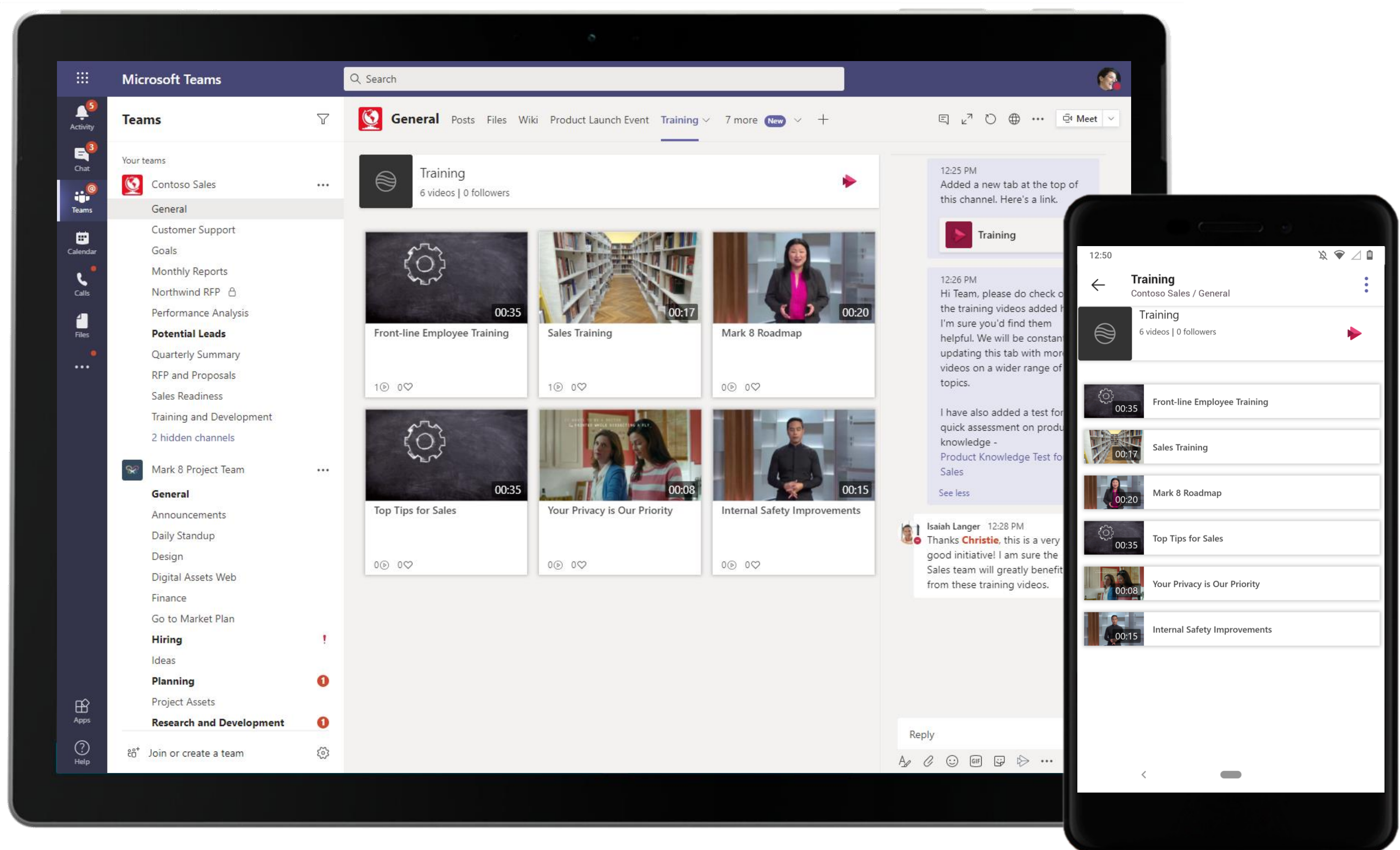
- Configures a tab with training videos for the sales team using Microsoft Stream and communicates this over a tab conversation.
- Configures a tab with tests to enable easy training via Testportal.
- Congratulates the Sales Team for their hard work and performance on achieving their targets.
- Views the sales report for the quarter via Power BI and schedules a call with the Sales Manager to recognize the top performers via Calendar BOT.
- Celebrates the top performers by giving them a shoutout in the company announcements channel with Hi5.

### How did Teams help the HR Manager execute her roles and responsibilities?

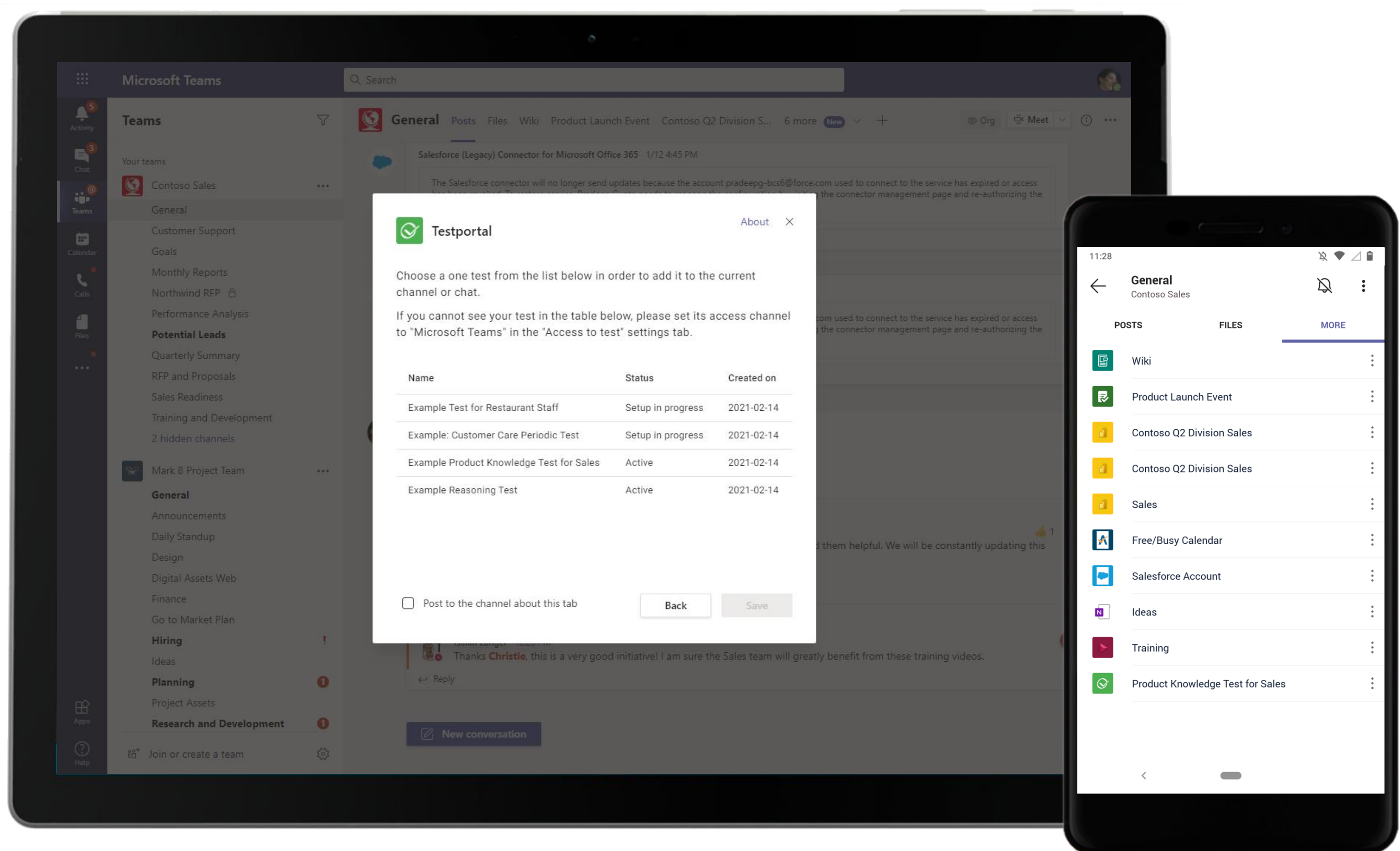
- Turn complex data into powerful, visual graphics to make informed and data-driven decisions using Power BI within a channel.
- Notify team members with the @mention feature for efficient communications.
- Give and receive peer-to-peer or team recognition using Hi5.
- Enable calendar comparison and scheduling with Calendar BOT.

### Which app integrations on Teams made it possible?

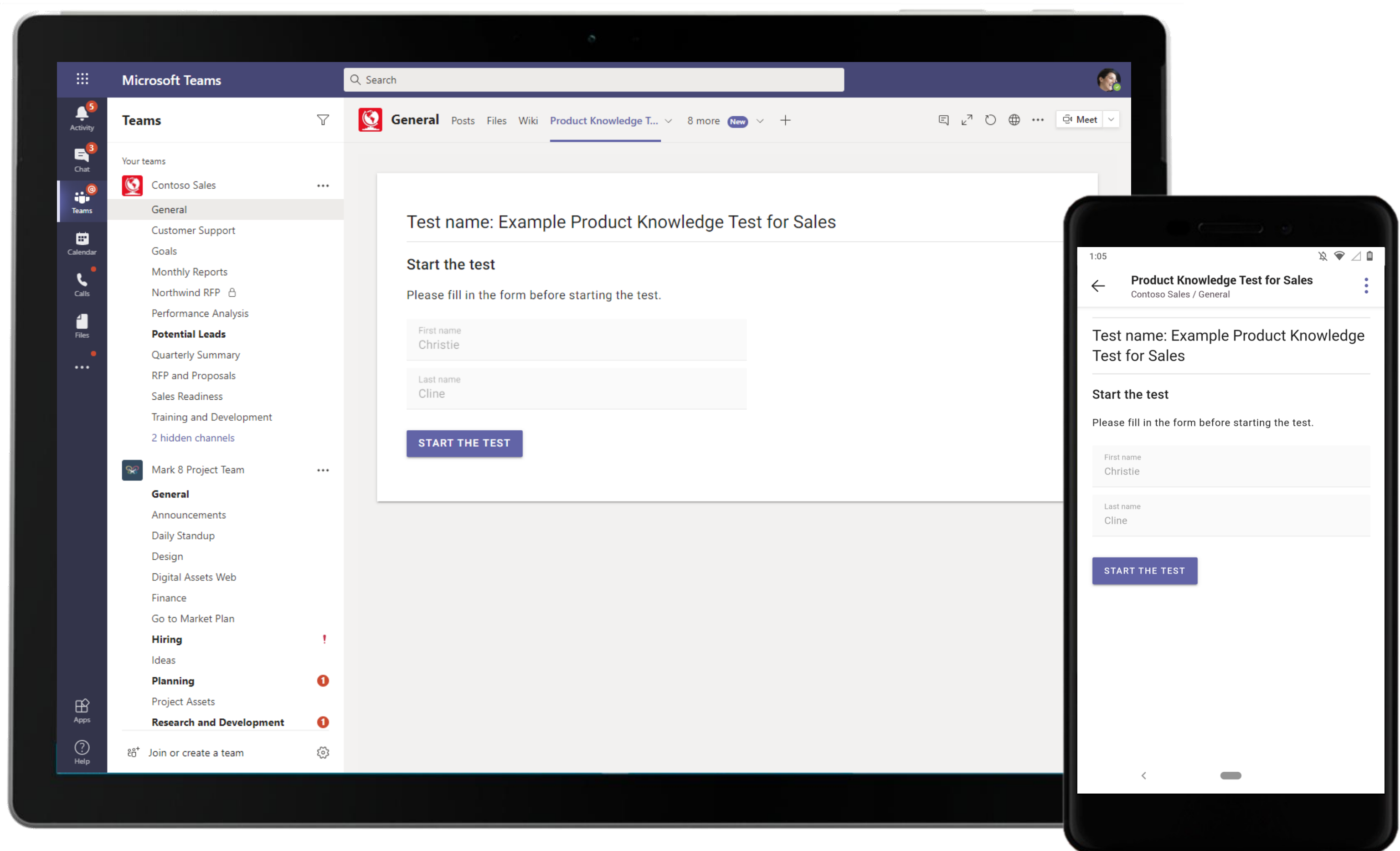




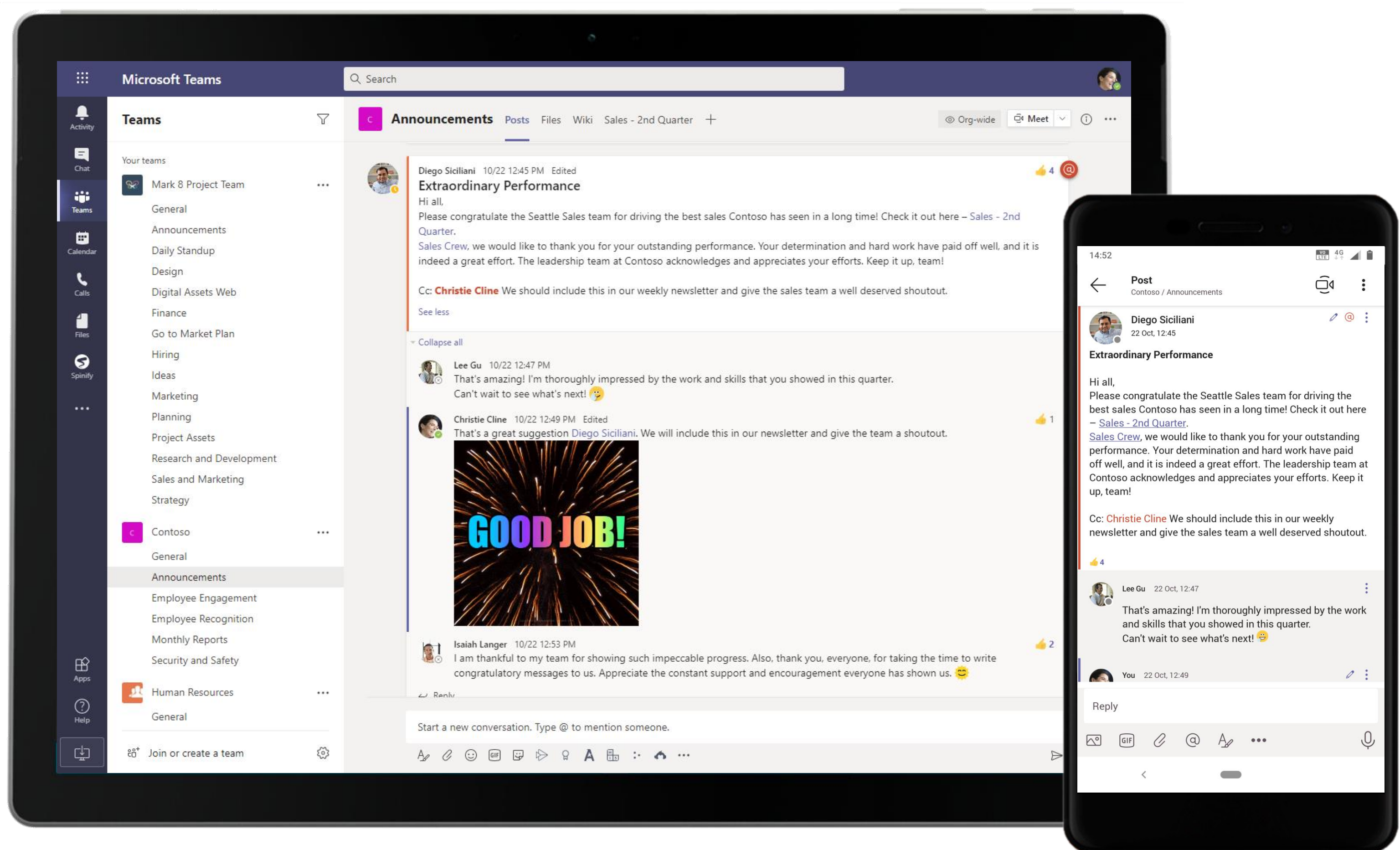
Configure channels or a single video to a tab using Microsoft Stream to provide your team with easy access to rich and engaging video content. The HR Manager configures a channel with training videos using Microsoft Stream.



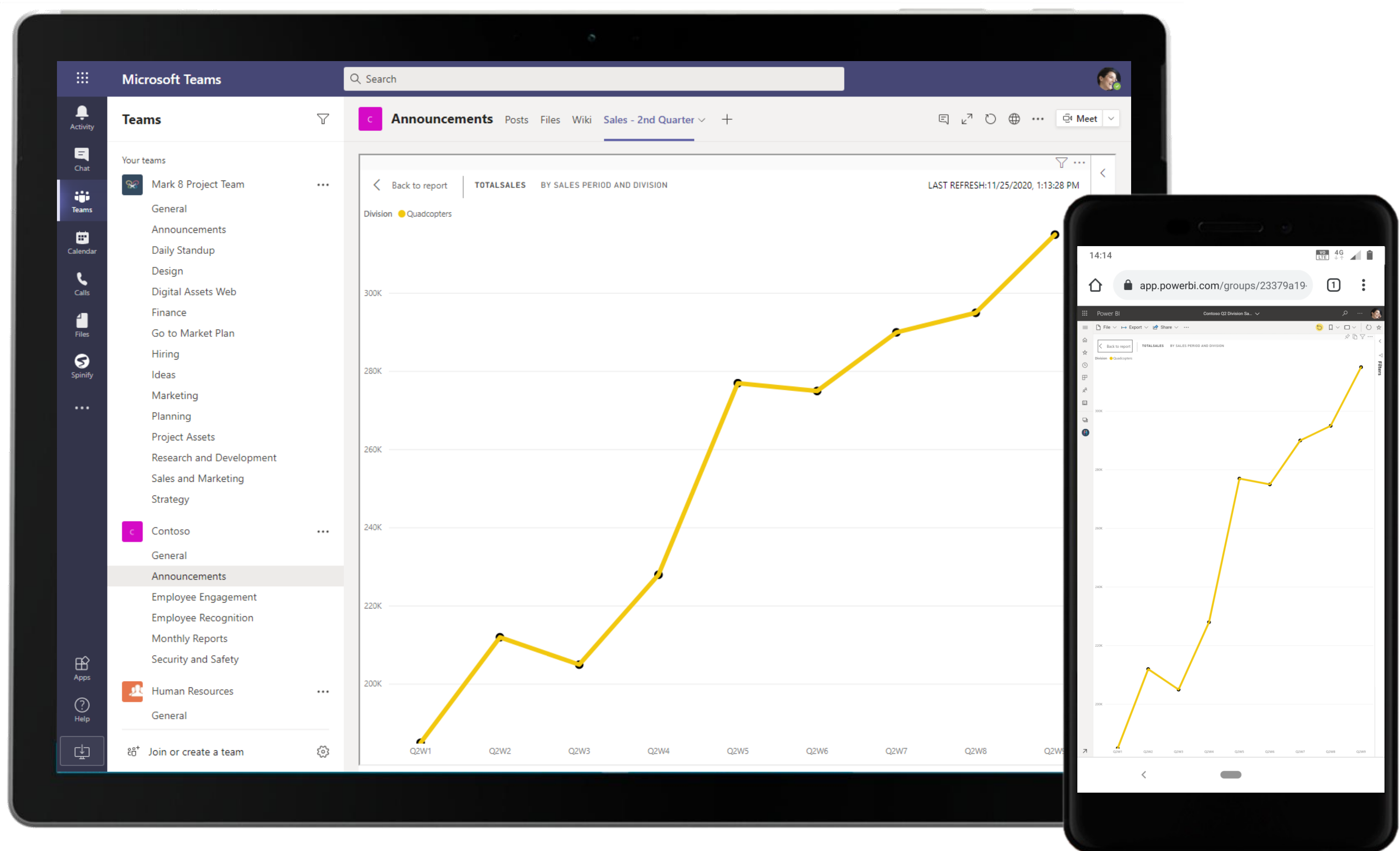
Whether you're a business or educational user, Testportal can make sure that your knowledge evaluation is safe and reliable. The HR Manager configures a test using Testportal.



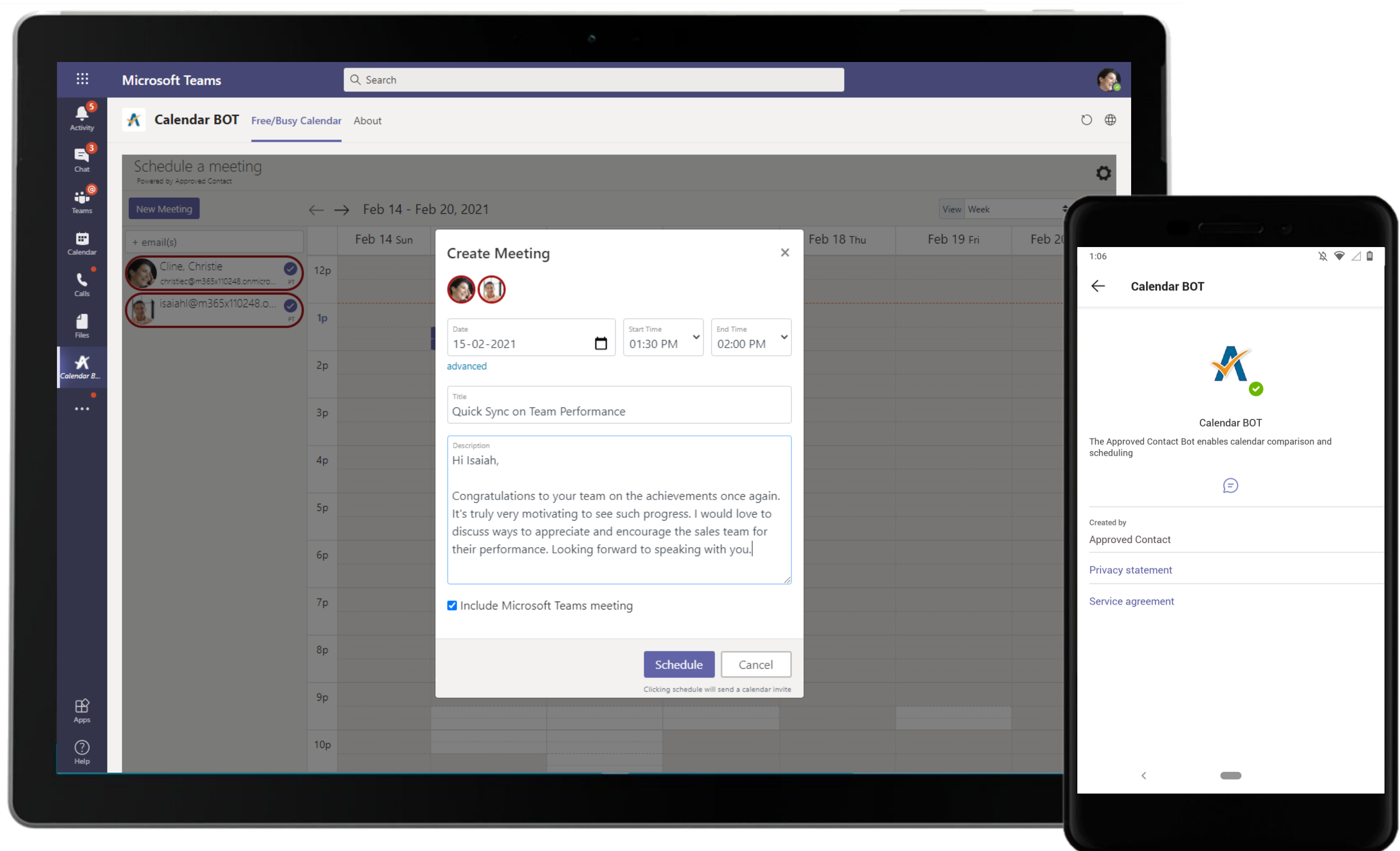
Testportal allows individuals to view tests shared within the channel and start the test without having to leave Microsoft Teams.



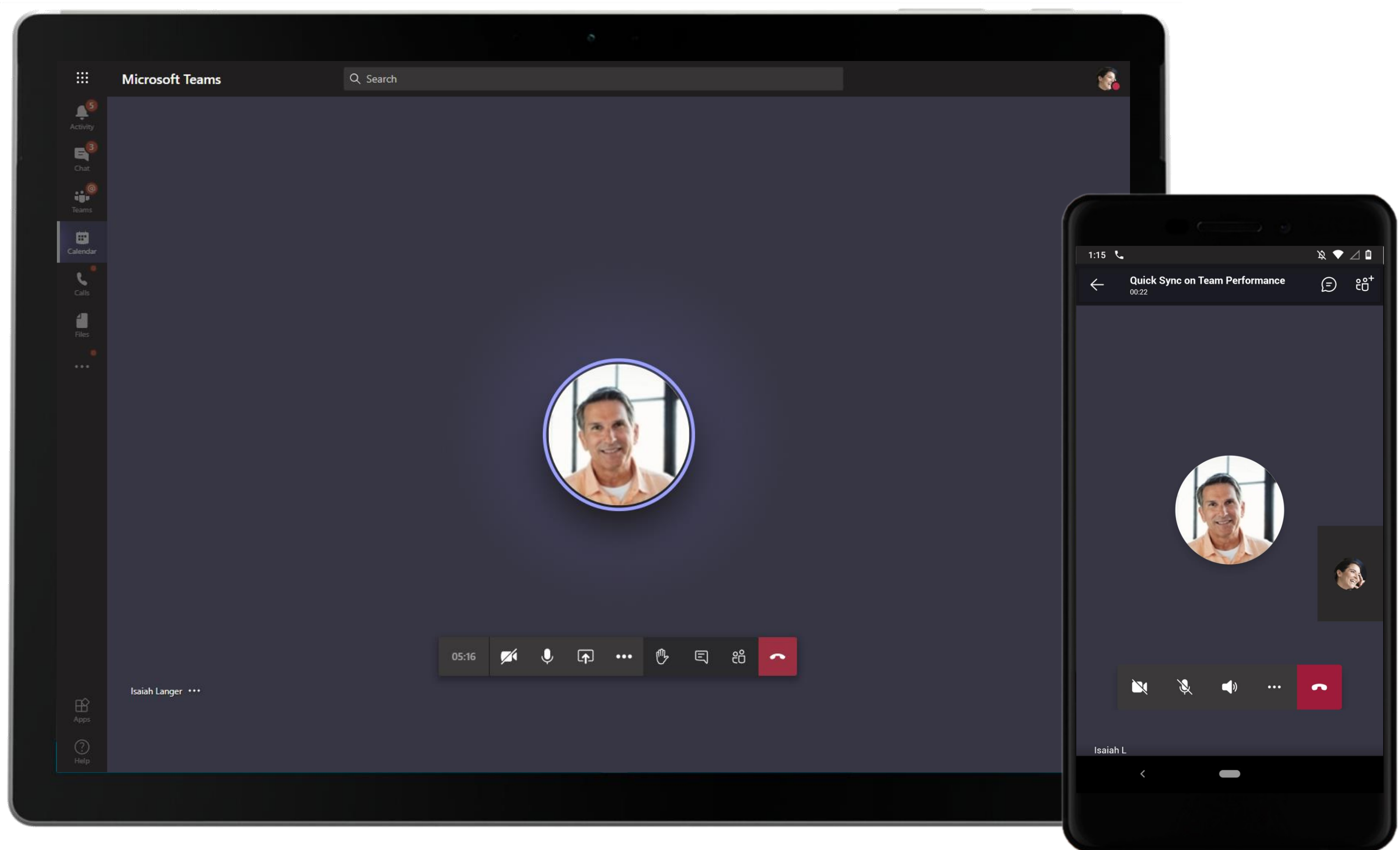
Use channel conversations to relay updates and recognize team members for their hard work. The Operations Manager congratulates the sales team for their exemplary efforts.



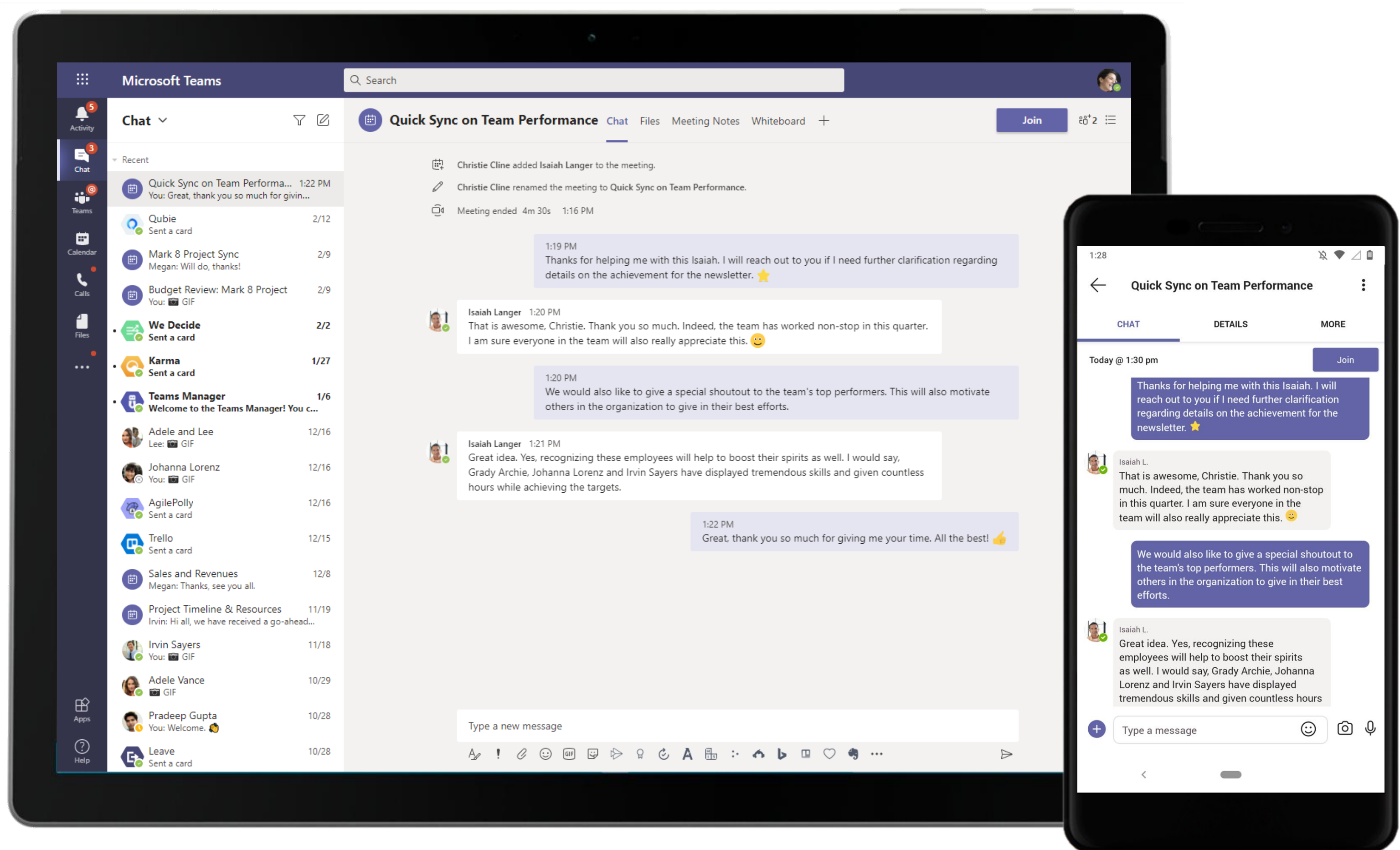
Build dynamic data visualizations, measure metrics, and track analytics through Power BI within Teams. The sales team's performance is presented using Power BI in Teams.



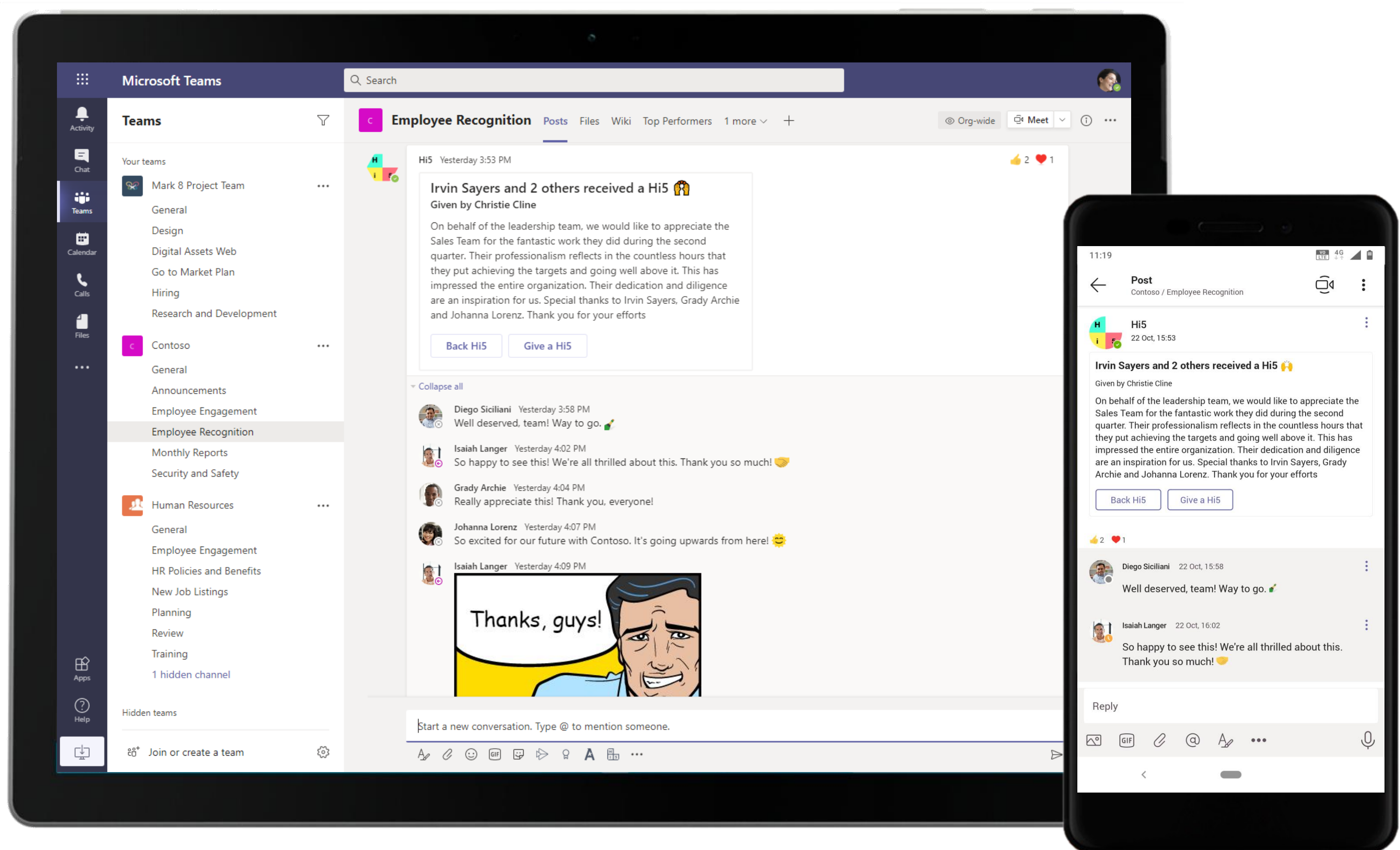
Calendar BOT allows you to view the free times of others within your organization and seamlessly schedule a Teams meeting to efficiently collaborate and work together.



Complete meeting solutions in Teams support screen sharing, recording, video and audio conferencing. Teams allows you to also attach documents or share relevant information over chat for a complete meeting experience.



Quickly reach out to and chat with co-workers. Take conversations offline from channels for 1:1 discussions, just like the conversation here between the HR Manager and the sales lead.



Somebody's done a great job? It's simple - give them a Hi5 and share the celebration of success! The sales team receives Hi5 for their performance from the leadership.



# Empower Employees to Work and Communicate Remotely

## Assistant HR Manager

### Scenario Walkthrough

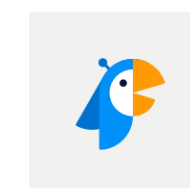
With the majority of Contoso's workforce working remotely, it is essential that teams stay resilient and reshape their work style to stay productive. The Assistant HR Manager schedules a meeting to discuss ideas and ways to improve productivity. He leverages applications and features within Microsoft Teams to effectively collaborate with other co-workers working remotely to brainstorm ideas and broadcast the new measures to the entire company, all within Microsoft Teams.

- Responds to questions regarding tasks completed and the work for the day via DailyBot.
- Schedules a meeting to discuss ways to ensure that teams in Contoso continue to stay productive.
- Turns on live captions, begins the meeting recording and conducts a quick poll via Polly.
- Jots down notes and ideas from the meeting within the meeting notes tab.
- Compiles all the tips for effective remote work using PowerPoint.
- Broadcasts the PowerPoint with these ideas and tips to work from home across multiple channels in Teams.

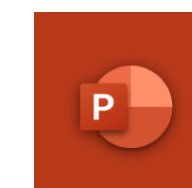
### How did Teams help the Assistant HR Manager execute his roles and responsibilities?

- Live captions with attribution help everyone stay on the same page during calls.
- Conduct quick polls and surveys before, during or after a meeting with Polly.
- Create visually rich presentations that can be easily shared using PowerPoint.
- Post a message across multiple channels at once to communicate with multiple teams.
- Automate daily stand-ups, retrospectives, and reports with DailyBot.

### Which app integrations on Teams made it possible?



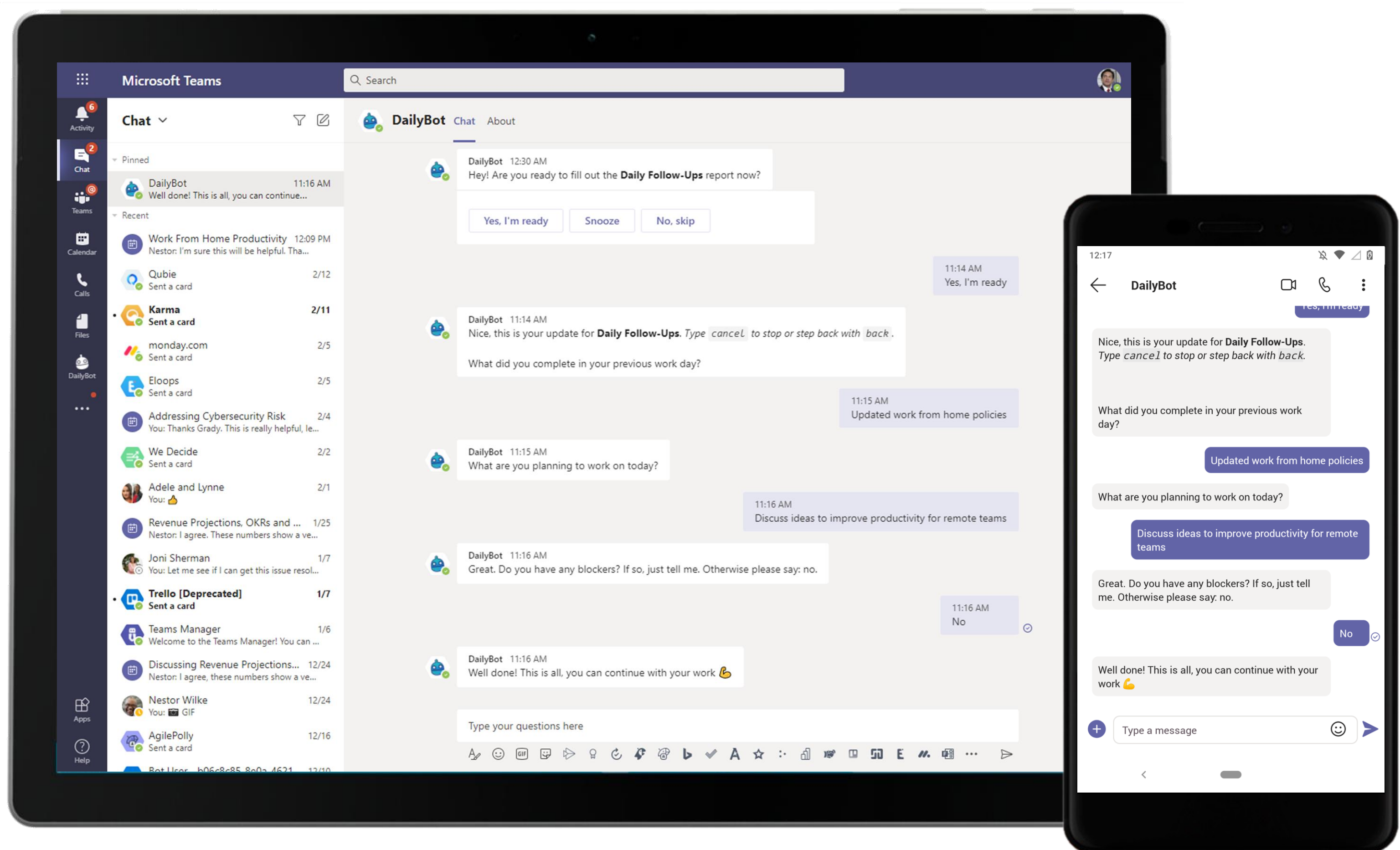
Polly



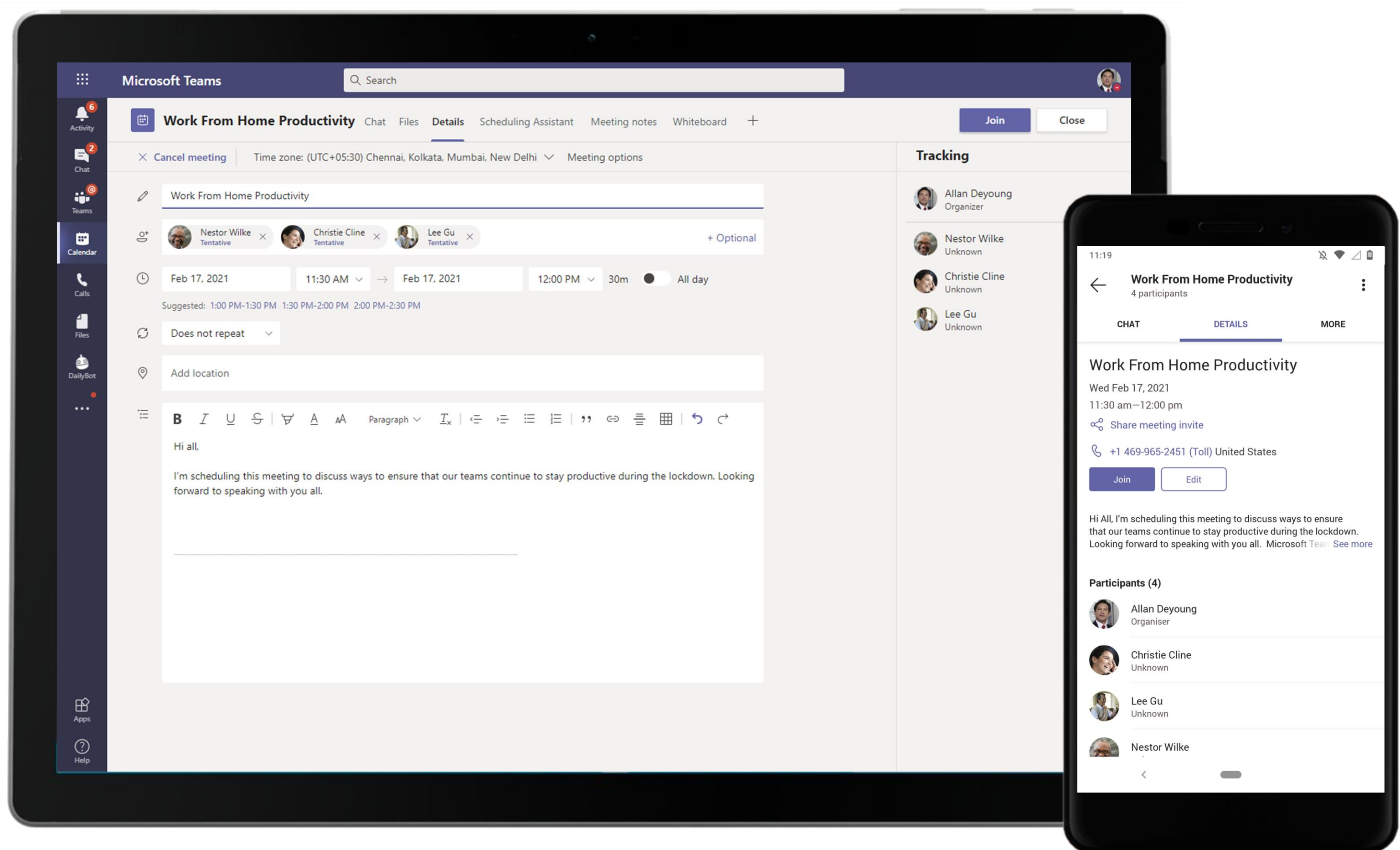
PowerPoint



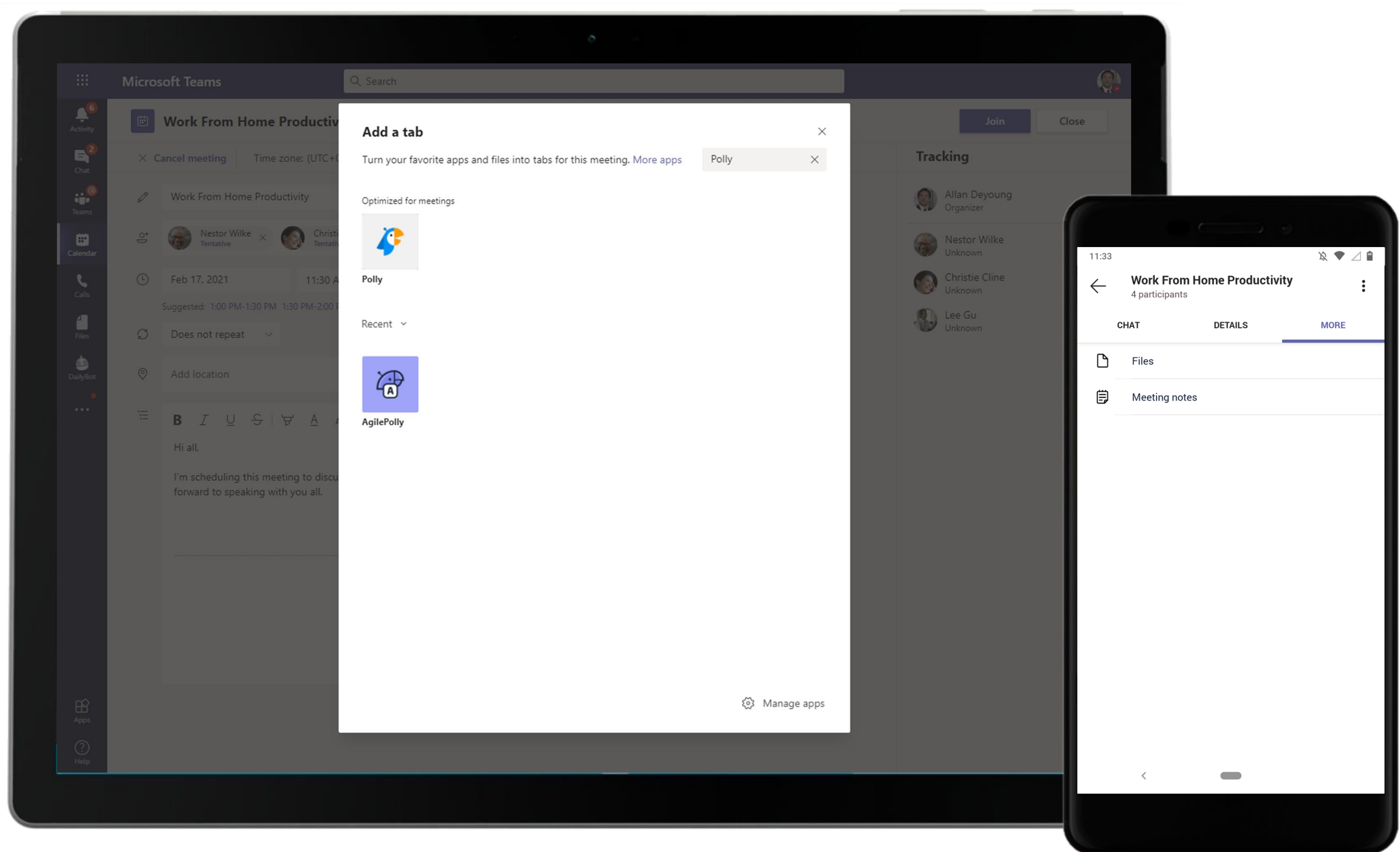
DailyBot



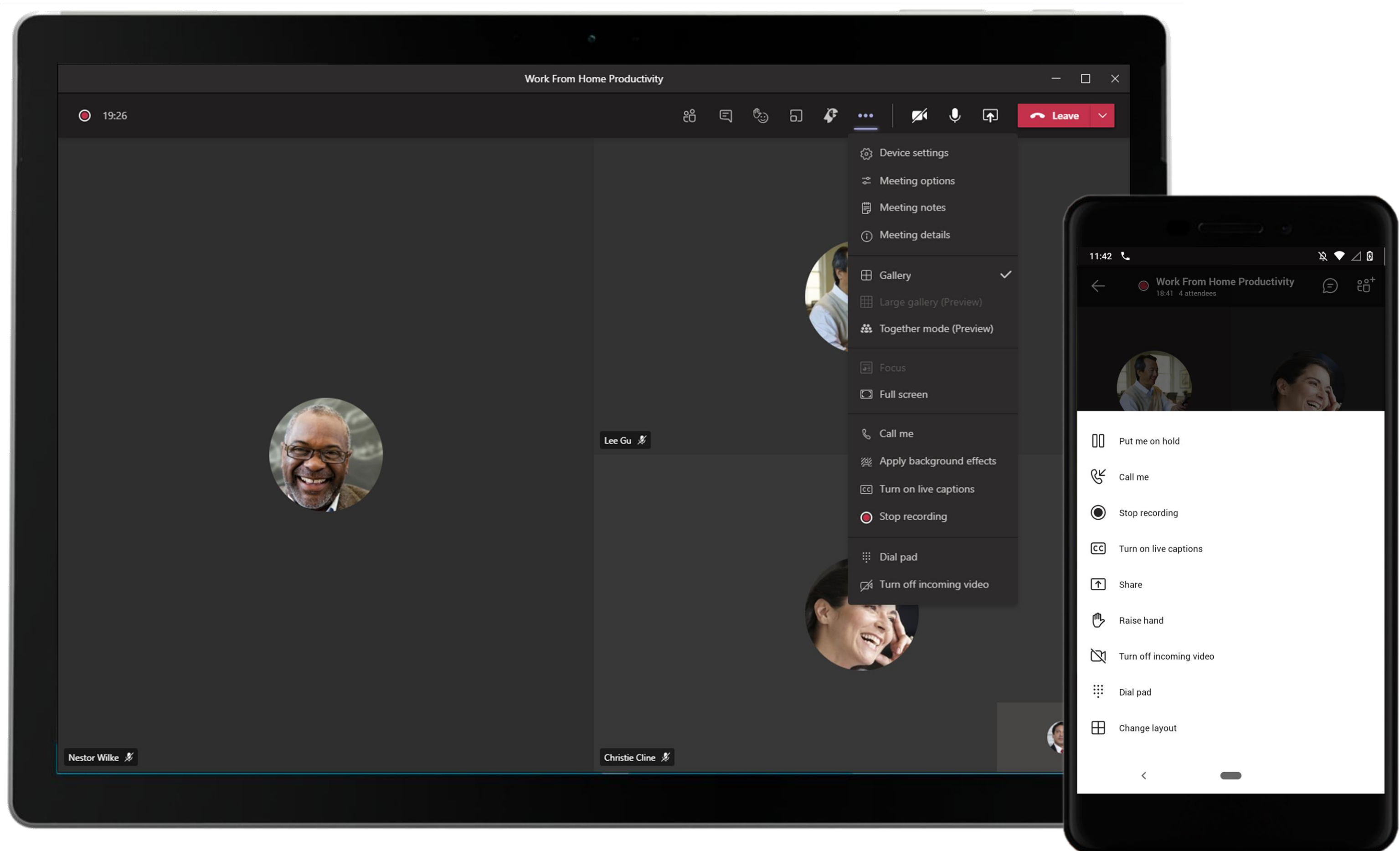
DailyBot lets you configure your own periodic reports, retrospectives, OKR check-ins and tracks motivation and performance of distributed teams.



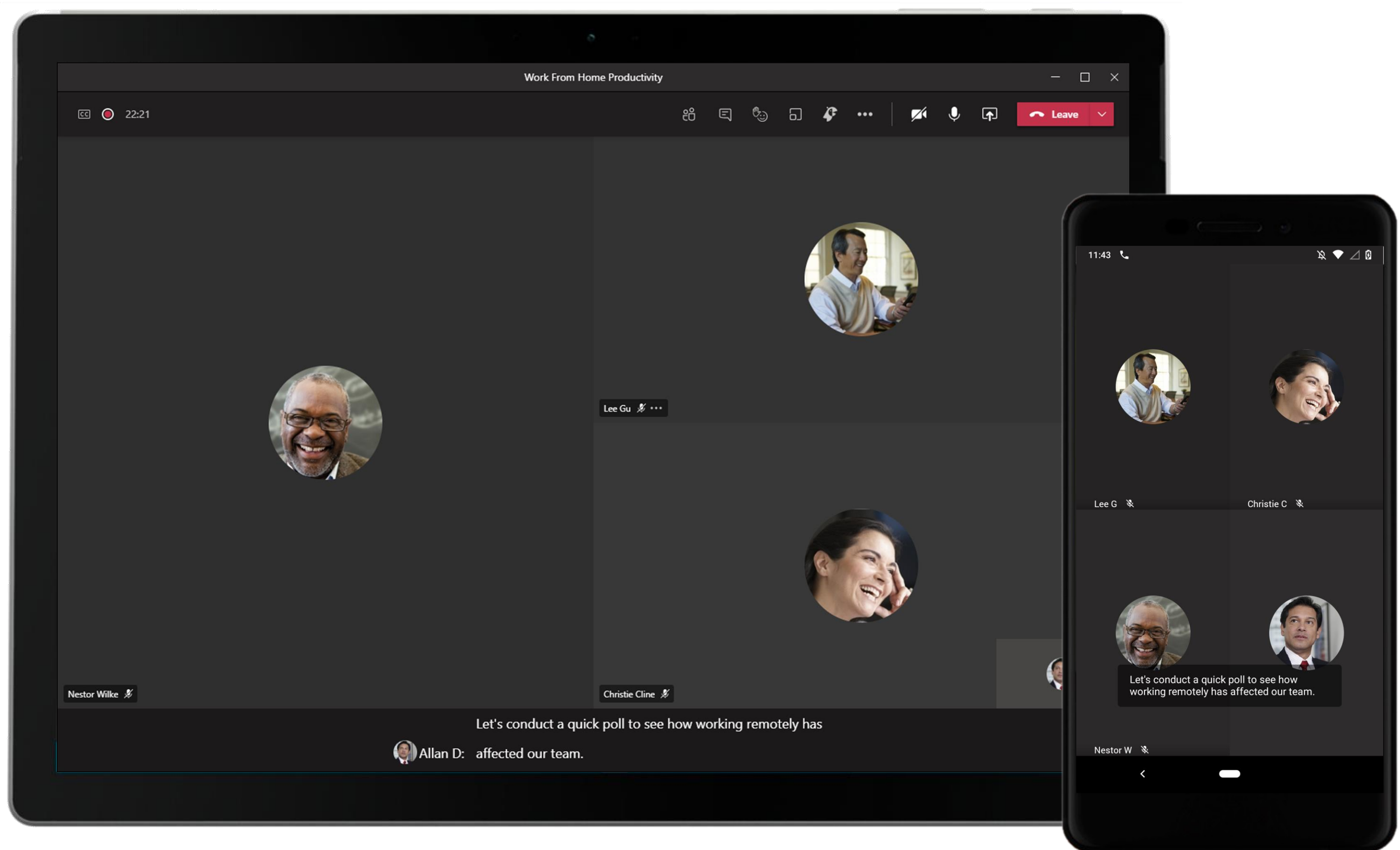
When the Assistant HR Manager creates a meeting invite, he adds a description for the meeting and configures applications as meeting tabs for easy access.



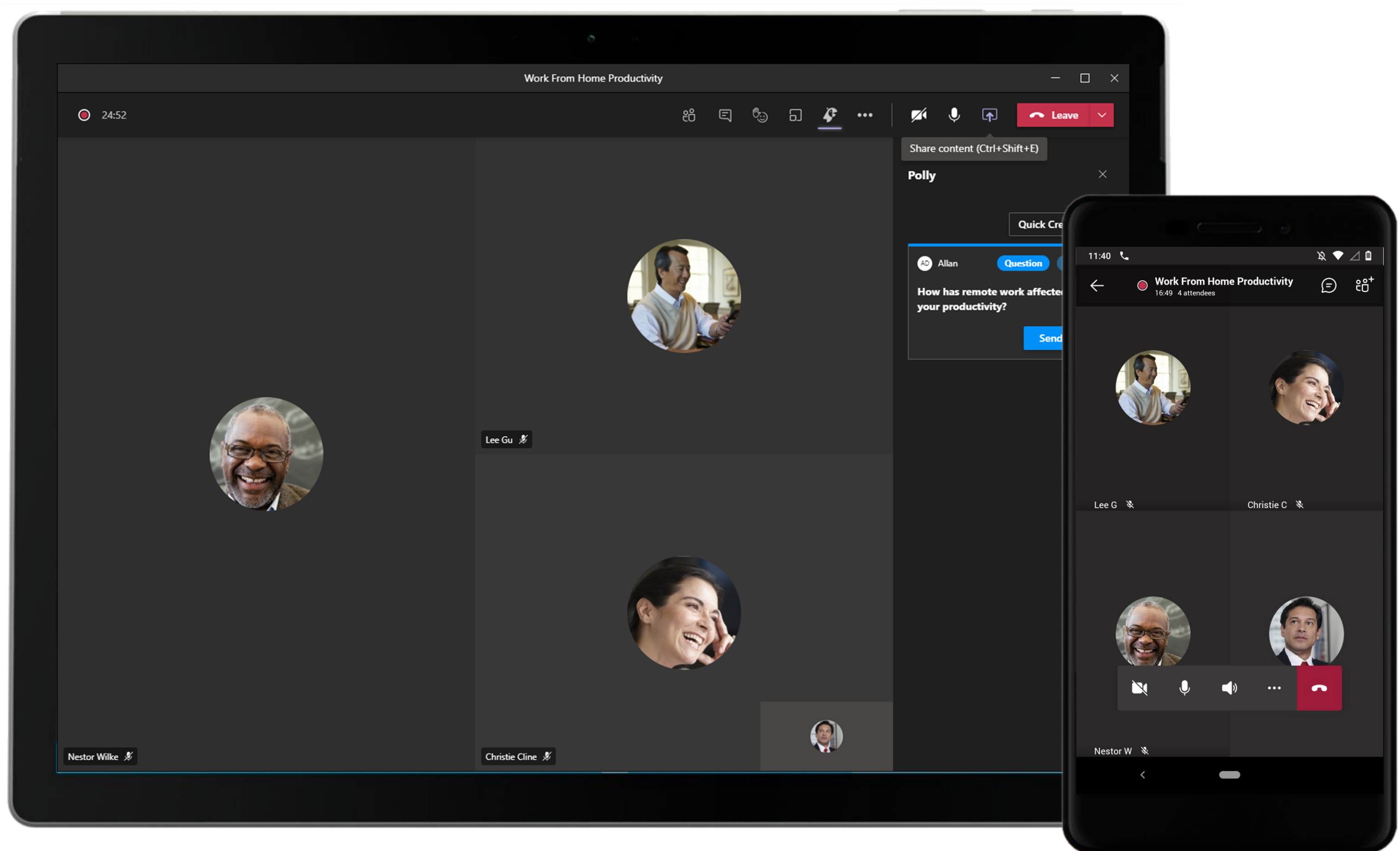
The Assistant HR Manager searches for applications that can be configured to the meeting and configures a Polly tab to create and share polls during the meeting.



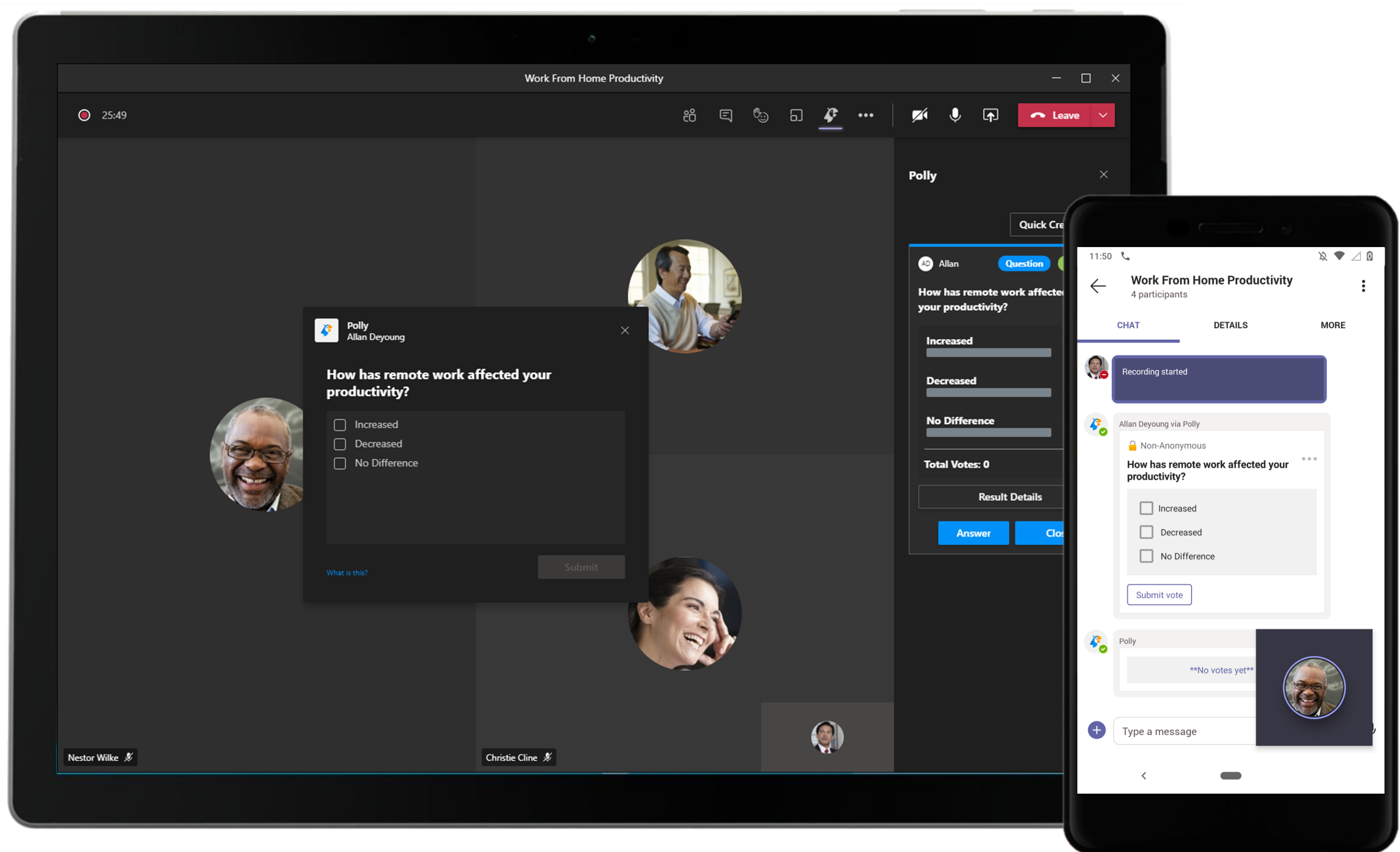
Meeting attendees can leverage a wide range of features like live captions, background effects, meeting recordings and more for an engaging and productive meeting experience. The Assistant HR Manager turns on live captions and records the meeting.



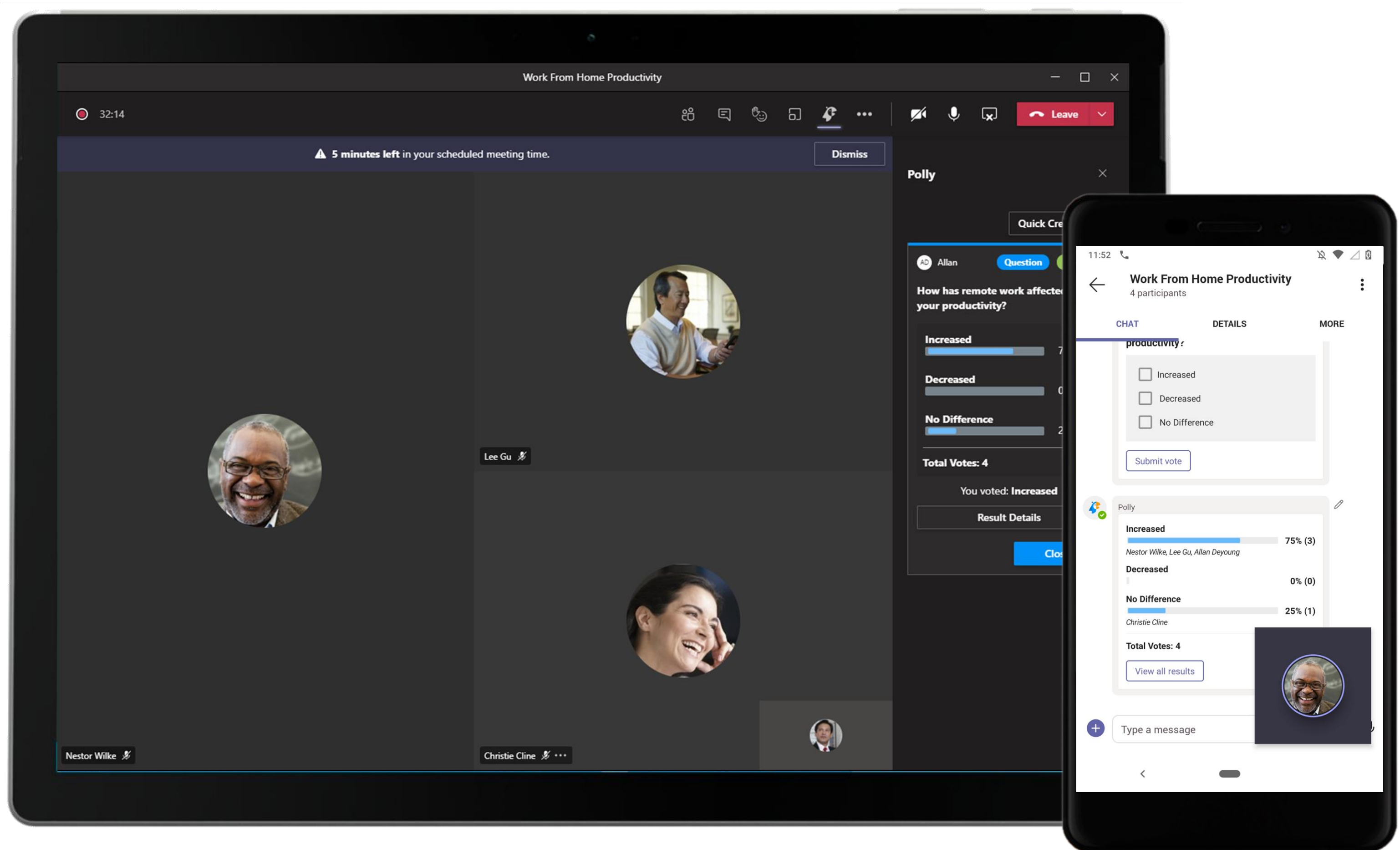
Live captions enable you to keep track of conversations with accurate attribution to ensure that you know who is speaking and when. The Assistant HR Manager enables live captions during the meeting.



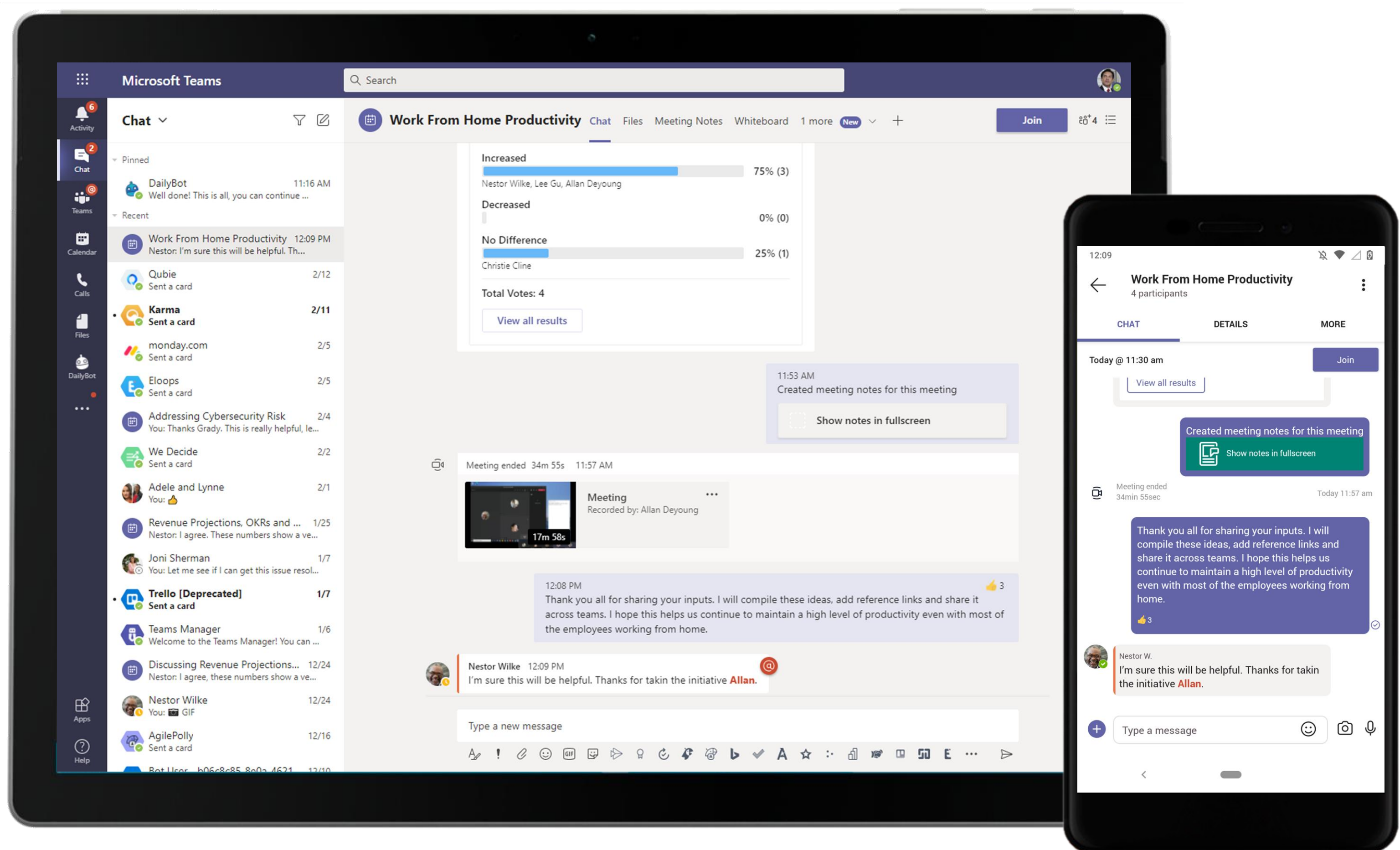
Polly allows organizers to launch a poll without leaving the meeting window to get quick answers to survey questions in real-time.



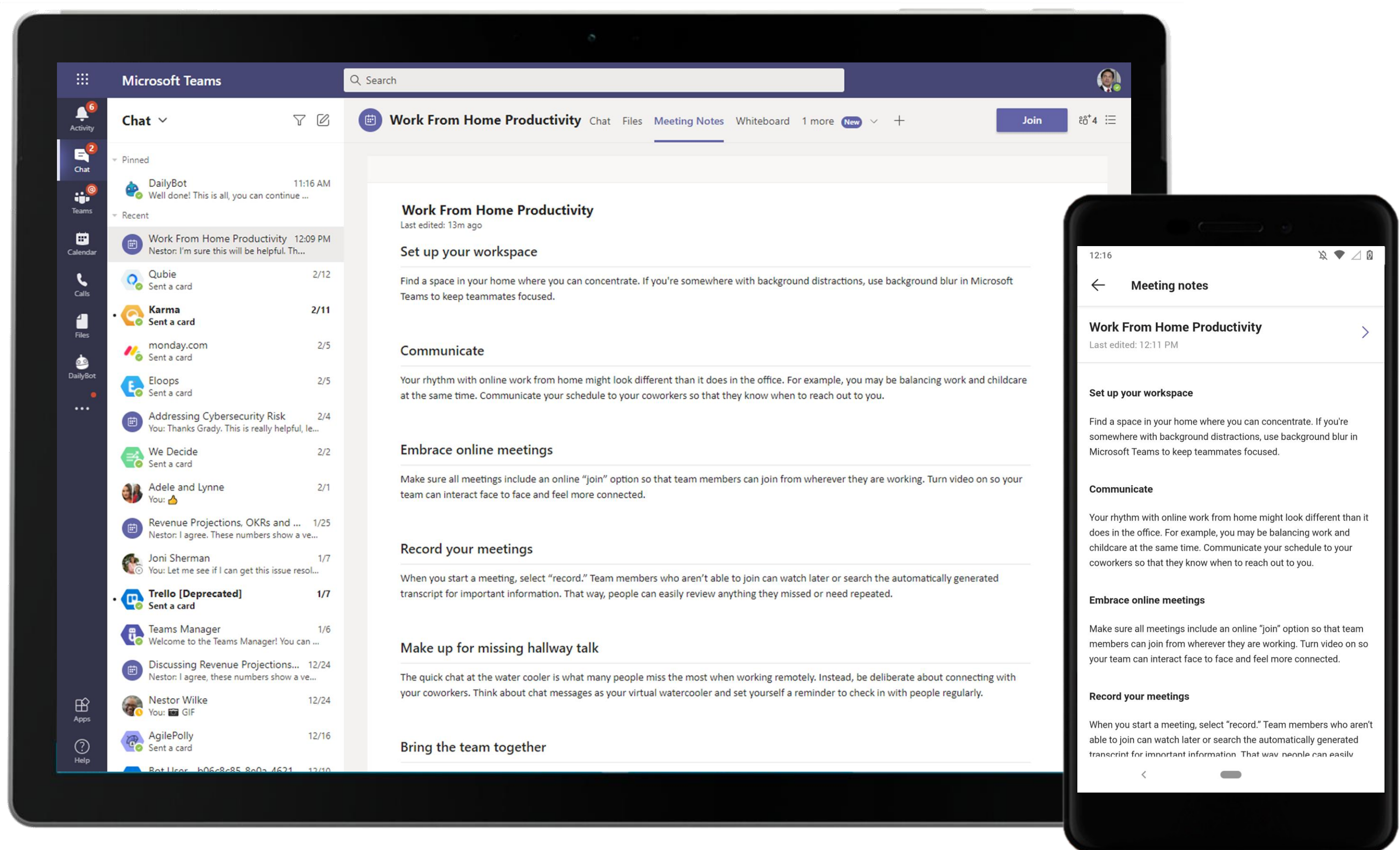
Meeting attendees can respond to the poll within a pop-up window or from the meeting chat. Attendees can also view the poll results in real-time.



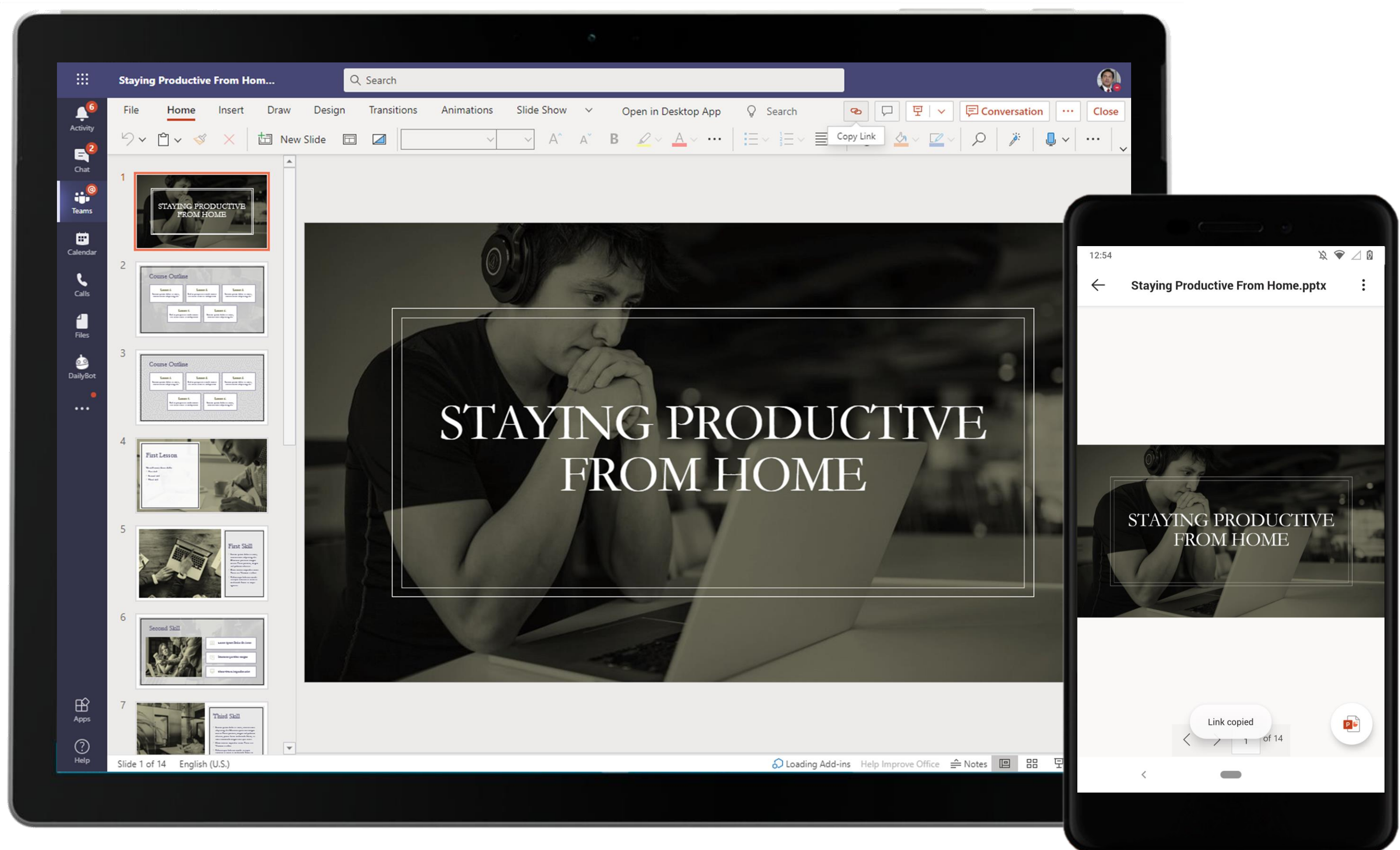
Microsoft Teams will automatically alert meeting participants when five minutes are remaining in a meeting. The Assistant HR Manager discusses the results of the poll as the meeting comes to an end.



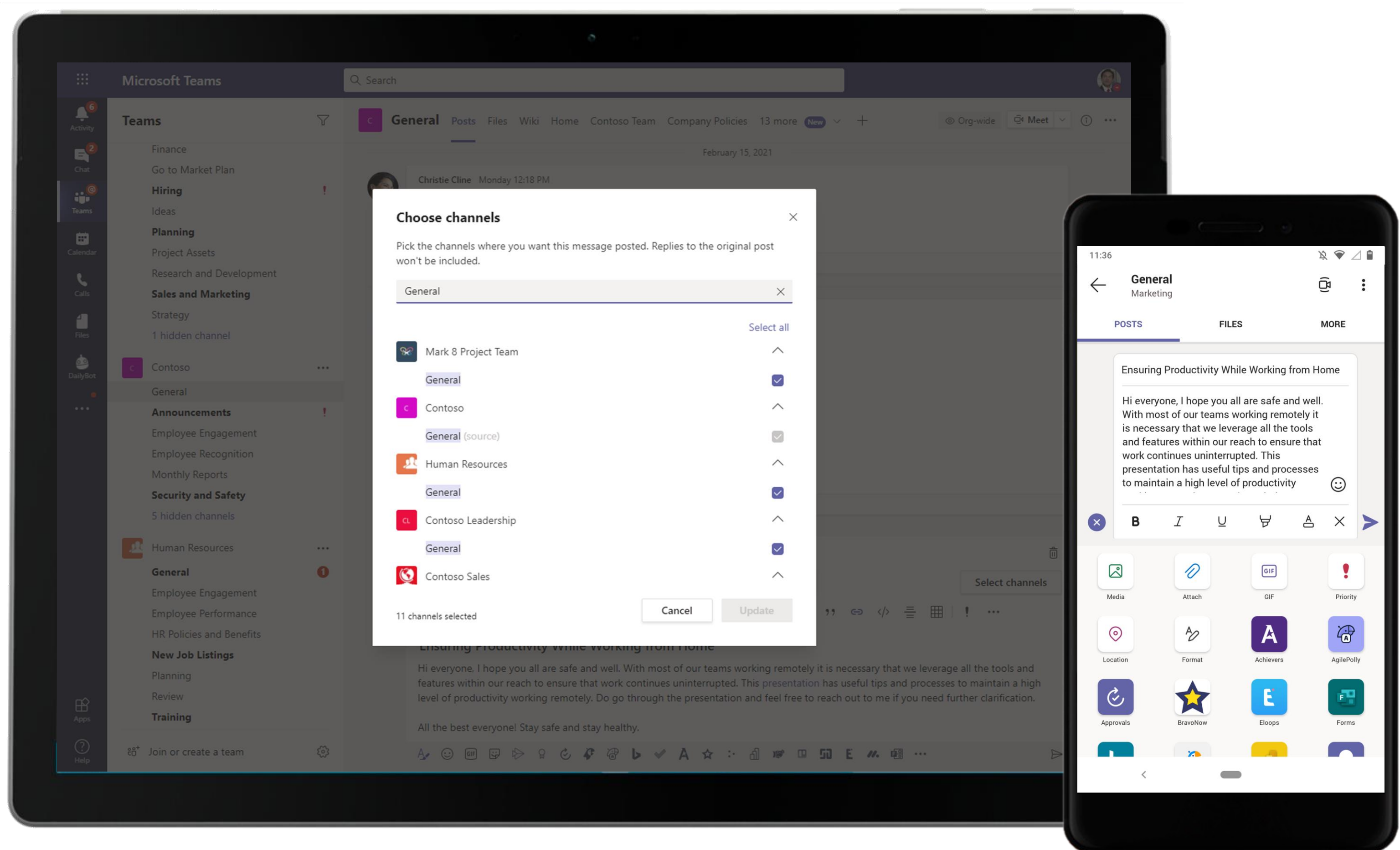
The Assistant HR Manager communicates with meeting attendees within the meeting chat and views the meeting recording that's stored for everyone's access on the cloud.



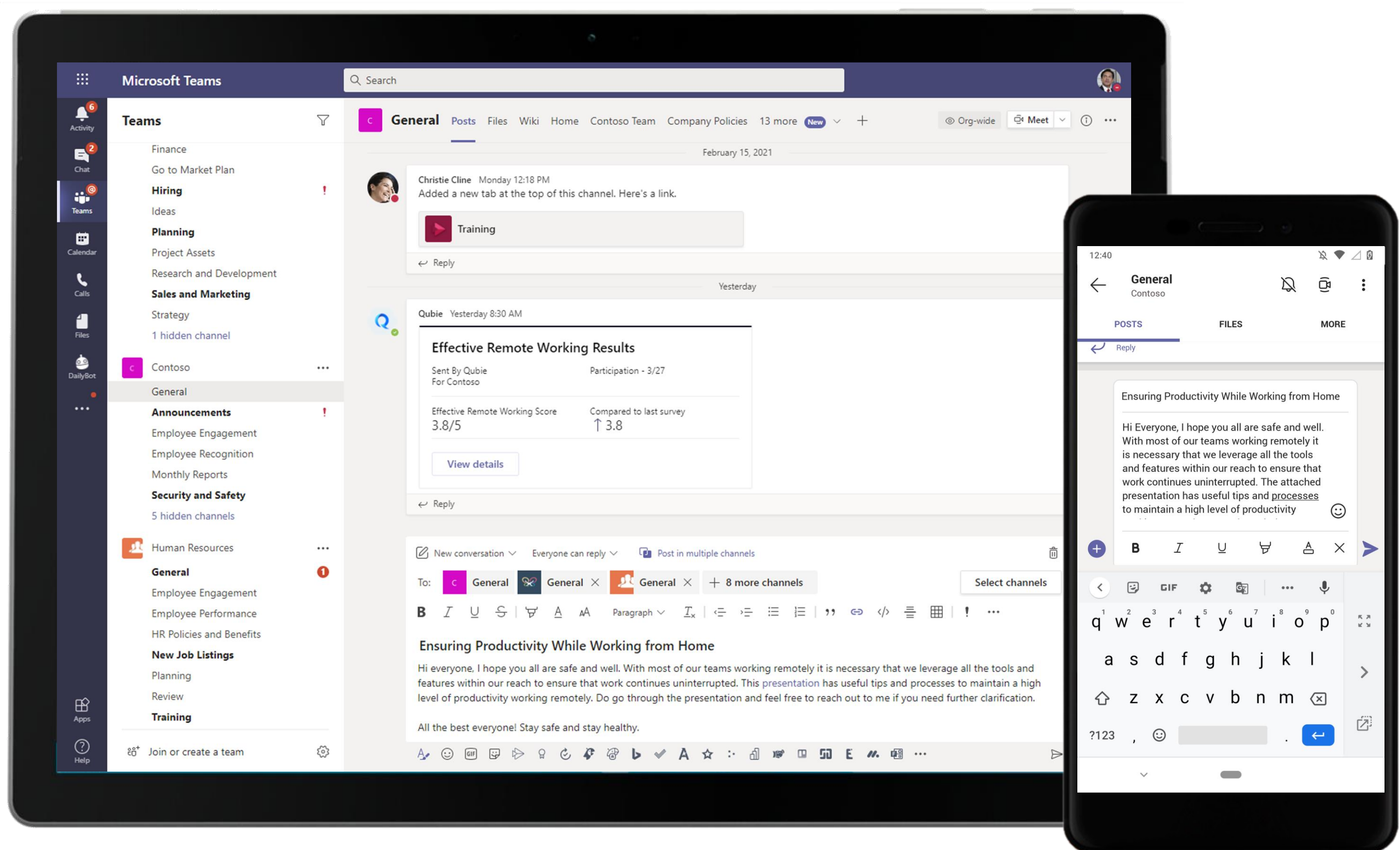
Attendees can take notes during the meeting and access these notes within the native meeting notes tab. Multiple attendees can edit the notes and collaborate within the same tab simultaneously.



Prepare powerful presentations with rich visual content and crystal-clear infographics using PowerPoint. The Assistant HR Manager copies the link to the presentation before sharing it across Teams.



The Assistant HR Manager chooses between multiple channels to post an important announcement across multiple teams. Microsoft Teams also allows you to choose channels you want the message posted.



The Assistant HR Manager broadcasts the announcement across multiple teams and channels at once using the 'post to multiple channels' feature.



# Hiring

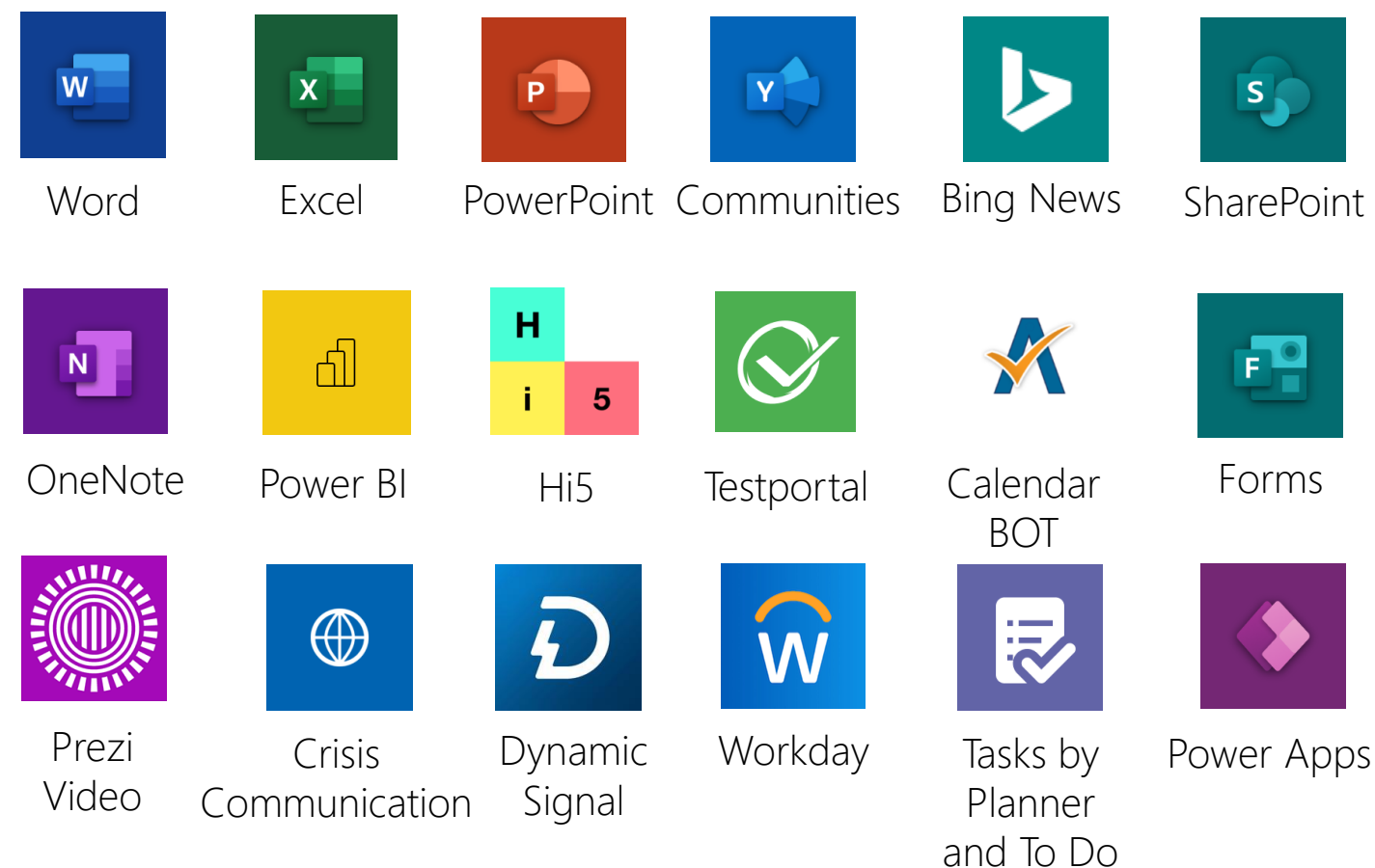
Check out how the Human Resources team can use Microsoft Teams to keep your business running efficiently and address unexpected situations with confidence.

## Human Resources Superpowers in Teams

### Capabilities and features used...

- Schedule meetings using synced calendars, or a meet now feature
- Participate in instant, open-channel communication
- Store documents within a cloud-enabled repository using Files section or channel tabs
- Create and co-author documents, spreadsheets, presentations and more in the cloud with Office 365
- Channel tabs for everyone to stay on the same page
- Help collaborate with teammates on multiple projects from within a single environment

### Apps that enable an immersive experience in Teams



# Meet the Business Decision Makers

## Human Resources



### Hiring & Training Manager

*"Nothing we do is more important than hiring the right candidate. You can bet on people, not strategies."*

- Create induction and training programs for new hires
- Counsel managers on candidate selection
- Maintain job requirements and job descriptions for all positions



### HR Lead

*"HR Leadership is the art of giving people a platform for spreading ideas that work."*

- Responsible for the smooth and profitable operation of a company's Human Resources department
- Supervise and provide consultation to management on strategic staffing plans, benefits and training
- Overseeing payroll and performance evaluation systems



### Marketing Analyst

*"The goal is to turn data into information and information into insight."*

- Measure ROI of online and offline advertising campaigns
- Report on marketing KPIs like leads, conversion rates, website traffic and social media engagement
- Track email campaign metrics (delivery, open, click-through rates)

# Meet the Business Decision Makers

## Human Resources



### HR Executive

*"Hiring the best is your most important task."*

- Educate, train, and ensure company HR policy is followed across all employees
- Coordinate with teams, understand their requirements and create job listings
- Continually educate employees on company policies and keep employee handbook current



# Find Suitable Candidates More Efficiently

## Hiring & Training Manager

### Scenario Walkthrough

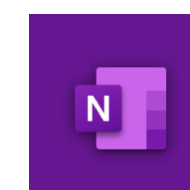
After announcing a project, Contoso's Human Resources team looks to add an Assistant Marketing Manager to its existing strength immediately. Finding the best candidate for an open role requires ensuring more candidates view the job posting and that the team interviews as many of them as possible. The team automates the resume management process and conducts interviews virtually to speed up the recruitment process. Here's how the Hiring & Training Manager leverages the powerful features of Microsoft Teams to find the right candidate.

- Gets notified in the activity feed when she is @mentioned in a channel conversation.
- Connects with internal employees to post a job opening and encourages interested candidates to apply.
- Streamlines resume management process with Power Automate integrated with SharePoint and Email.
- Creates an exclusive folder to compile shortlisted resumes for easy access and navigation.
- Creates a OneNote tab to compile a list of interview questions for candidates.
- Configures a channel tab to collect interview feedback via Power Apps.

### How did Microsoft Teams help the Hiring & Training Manager execute her roles and responsibilities?

- Connect with the internal employees in a fun and interactive way with Communities.
- Flow automates resume management and makes shortlisting resume easier and quicker.
- Integrated Office applications like OneNote to note down quick pointers within Teams.

### Which app integrations on Teams made it possible?



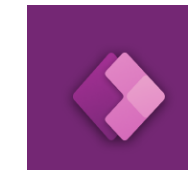
OneNote



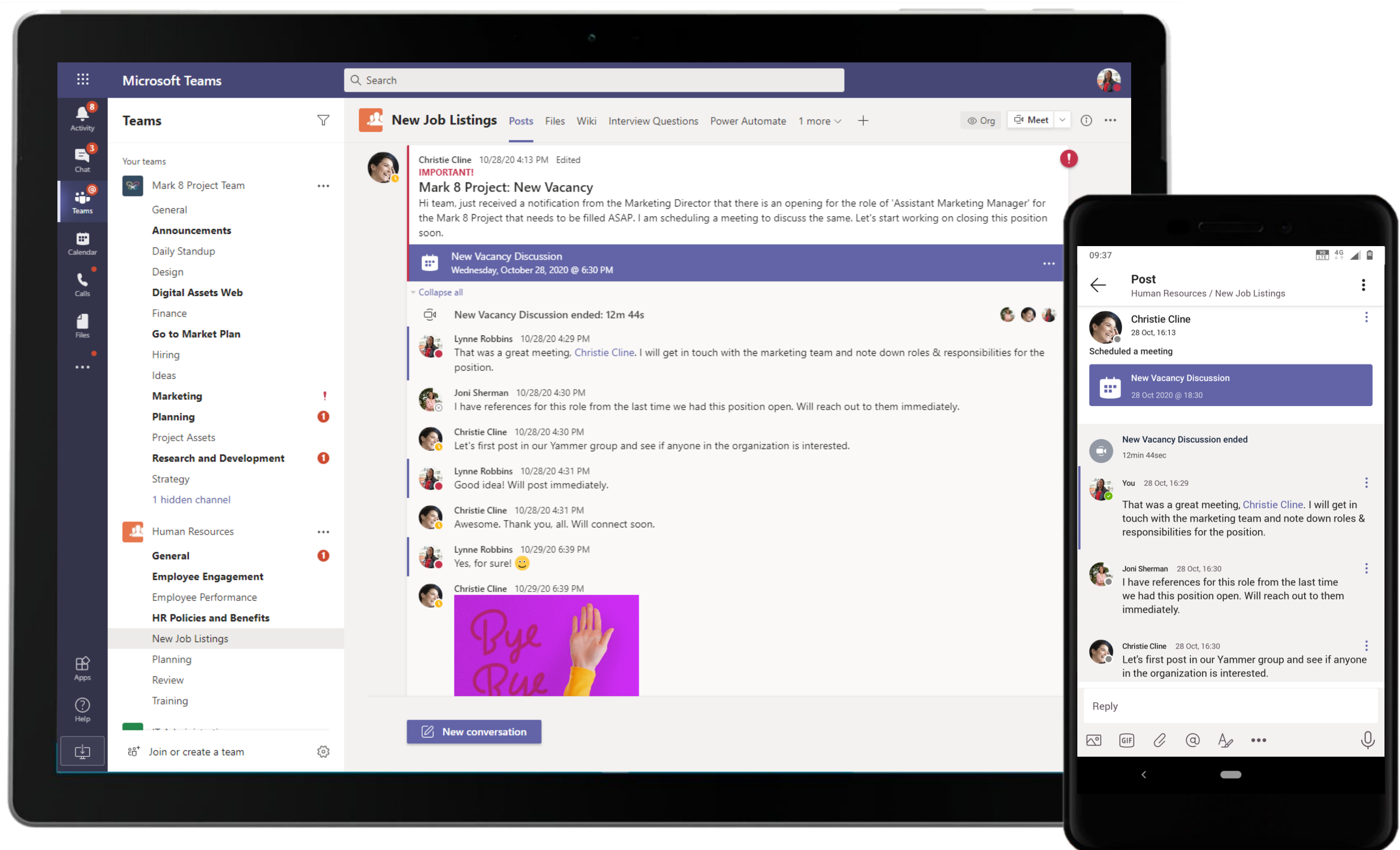
Communities



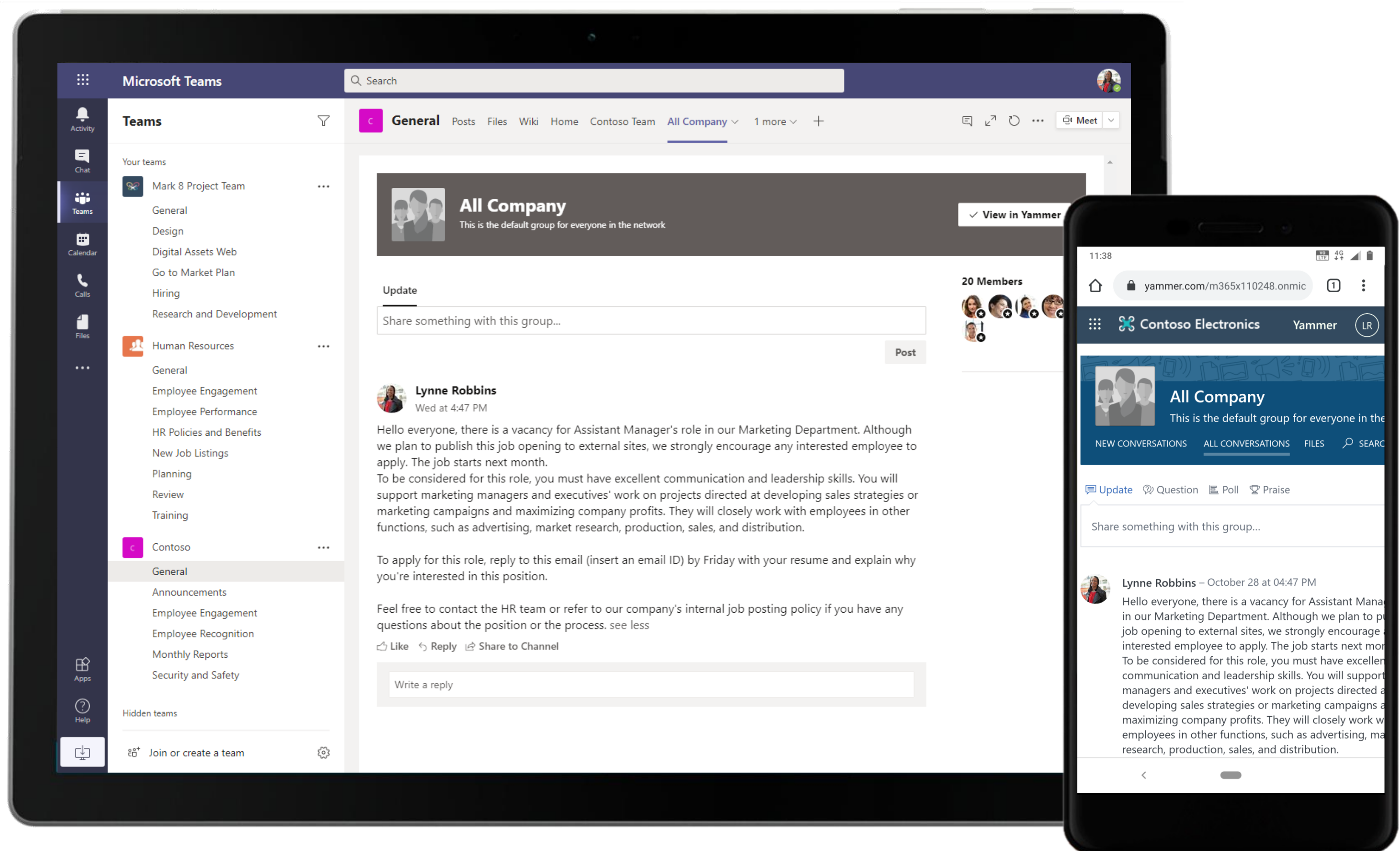
Power Automate



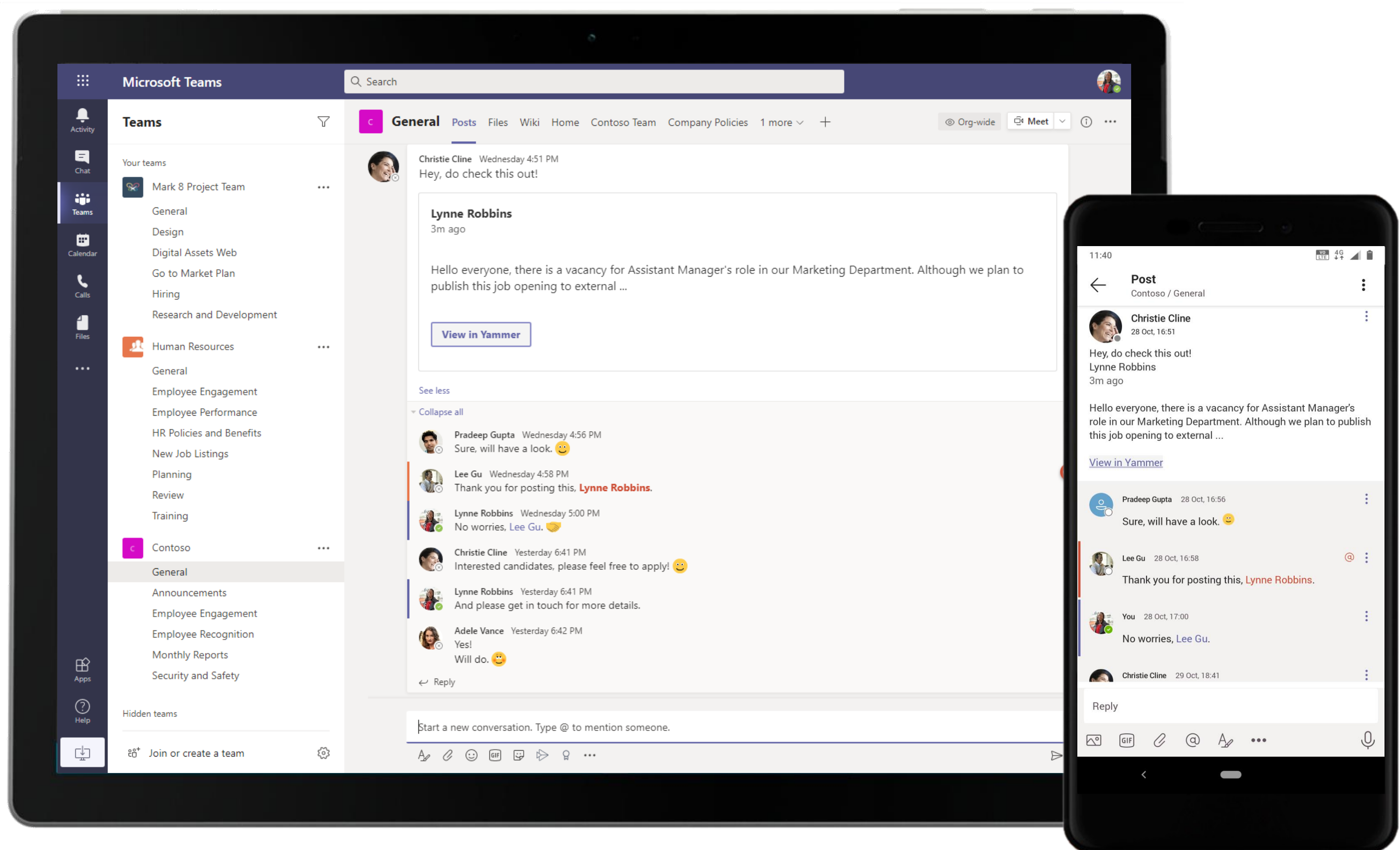
Power Apps



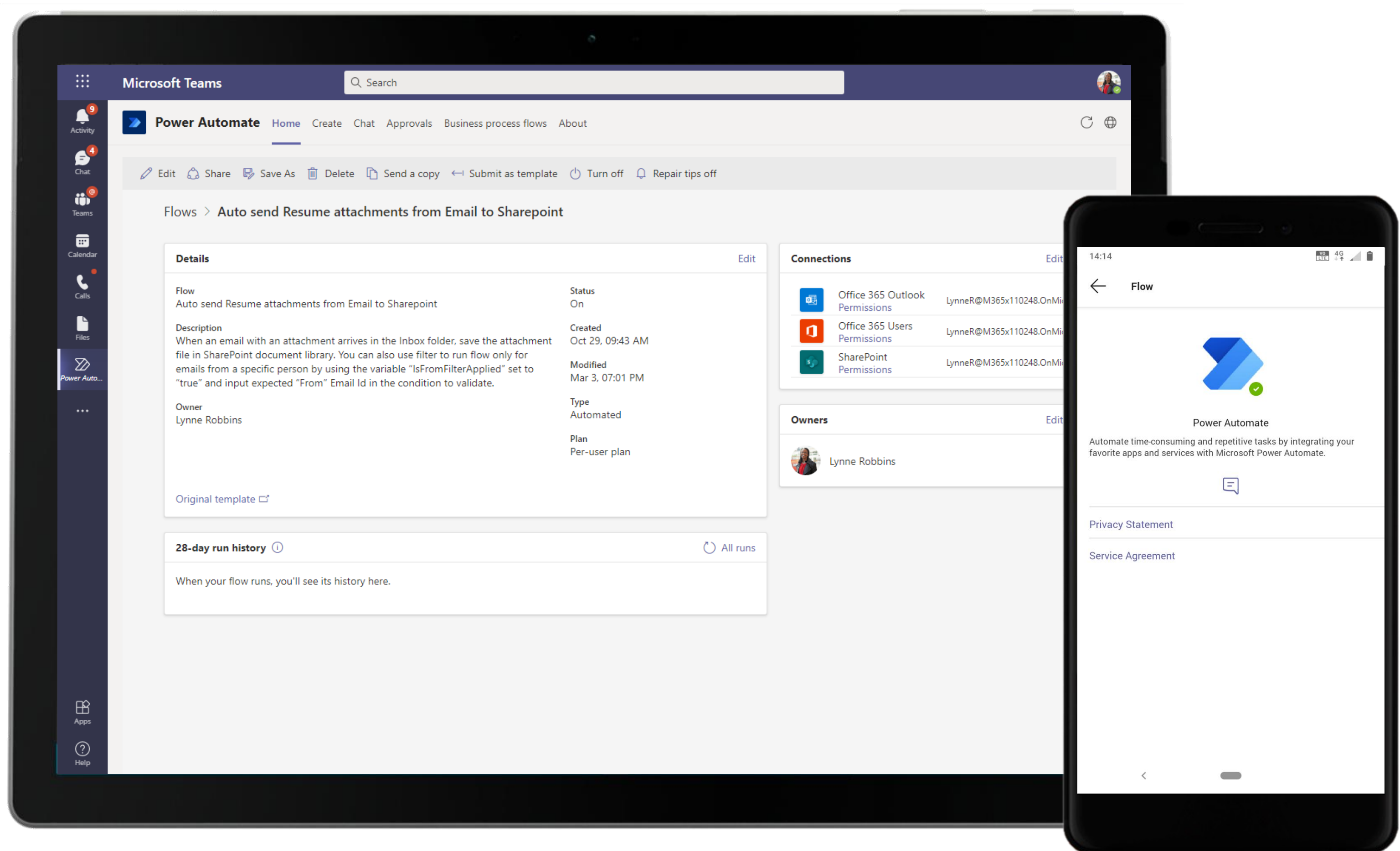
Collaborate with your team through channel communications using @mention to tag required personnel and keep conversations around the topic in a single thread.



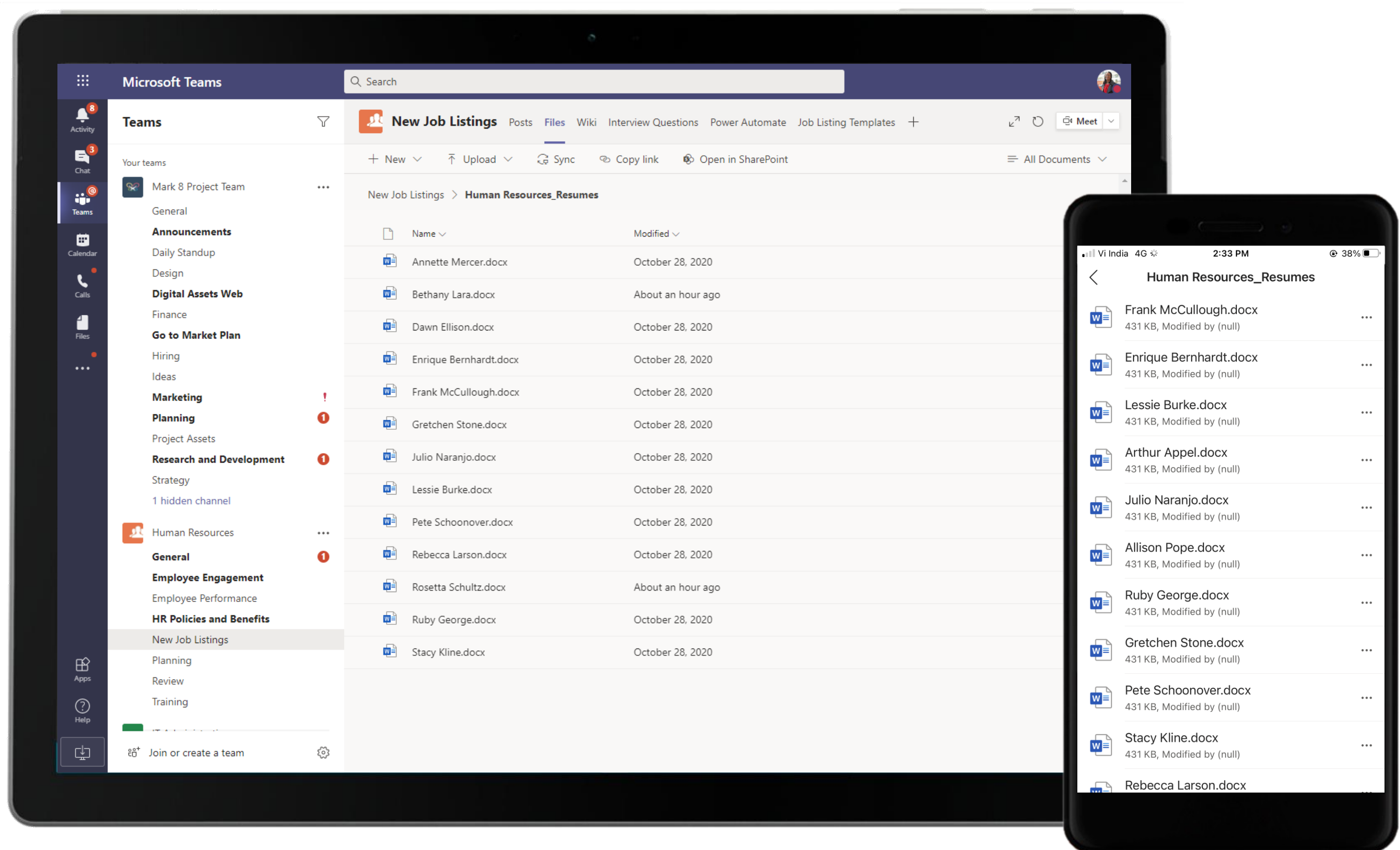
Communities enable you to build relationships and share knowledge across teams and the entire organization, right inside Microsoft Teams. The Hiring & Training Manager posts the new job opening in Communities.



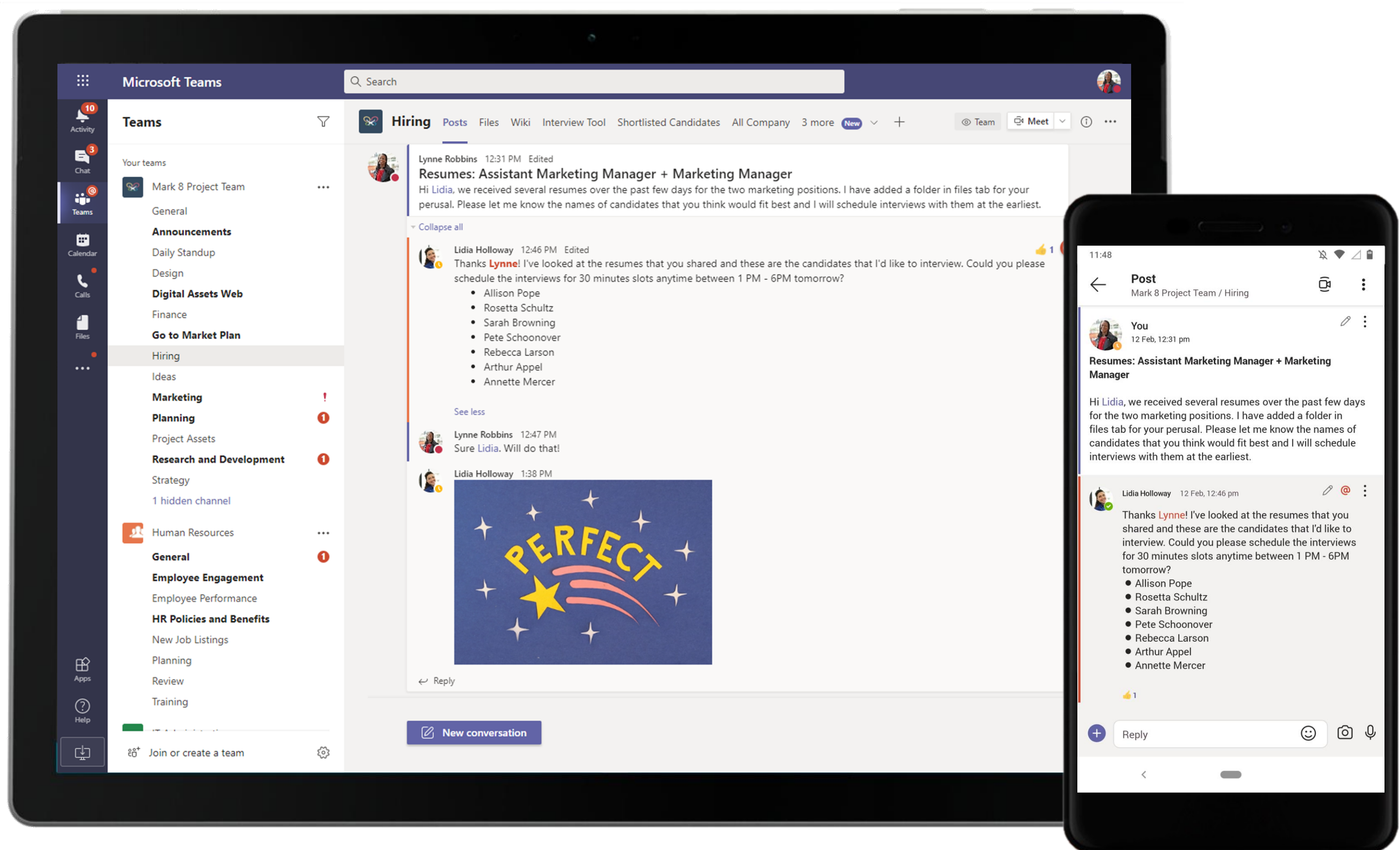
Microsoft Teams conversations are threaded so users can reply directly in-context to specific conversations, keeping relevant chats grouped together. @mention relevant team members to make sure you grab their attention in real-time.



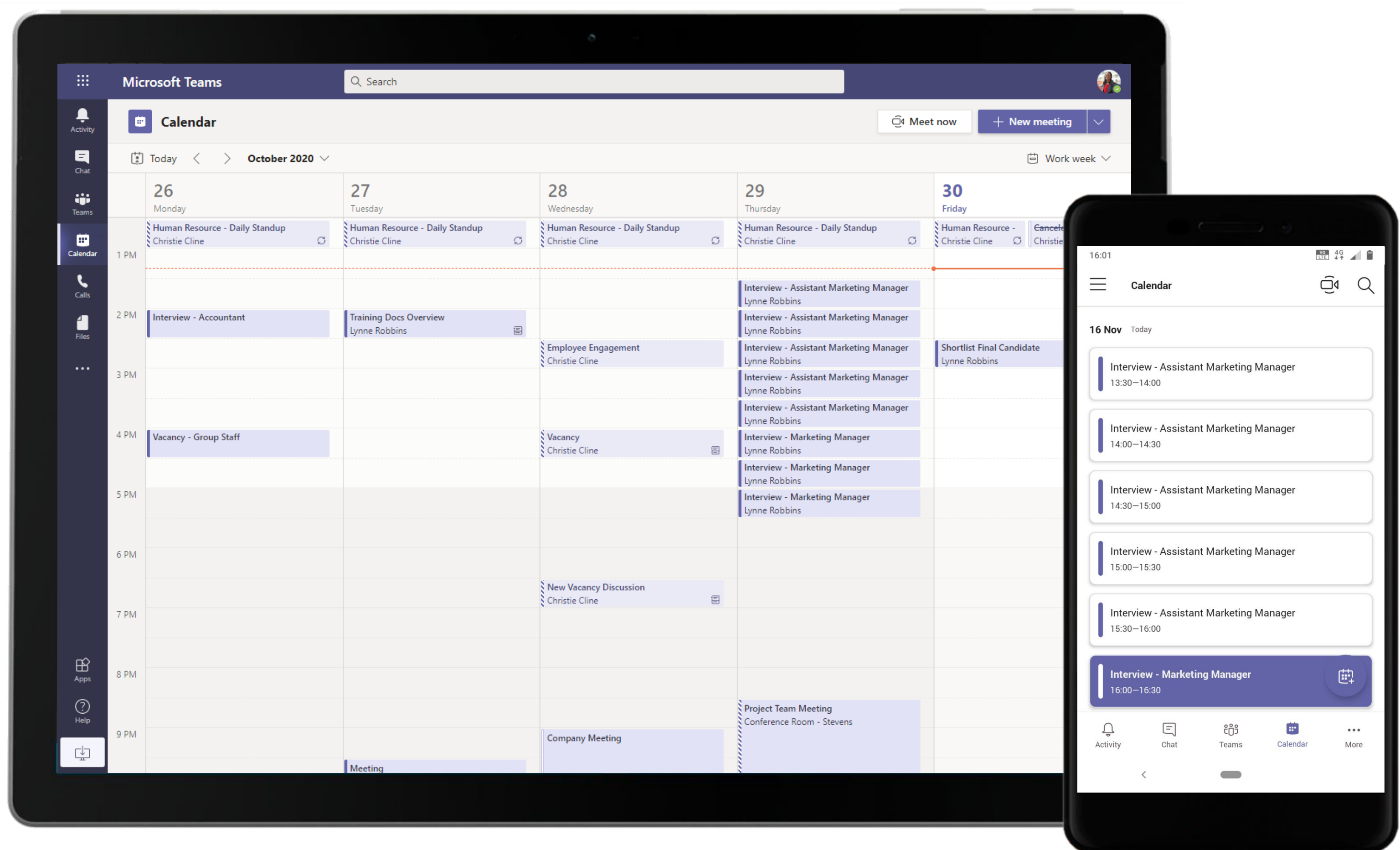
Automate time-consuming and repetitive tasks by integrating your favorite apps and services with Power Automate in Teams. The Hiring & Training Manager automates moving email attachments to SharePoint library.



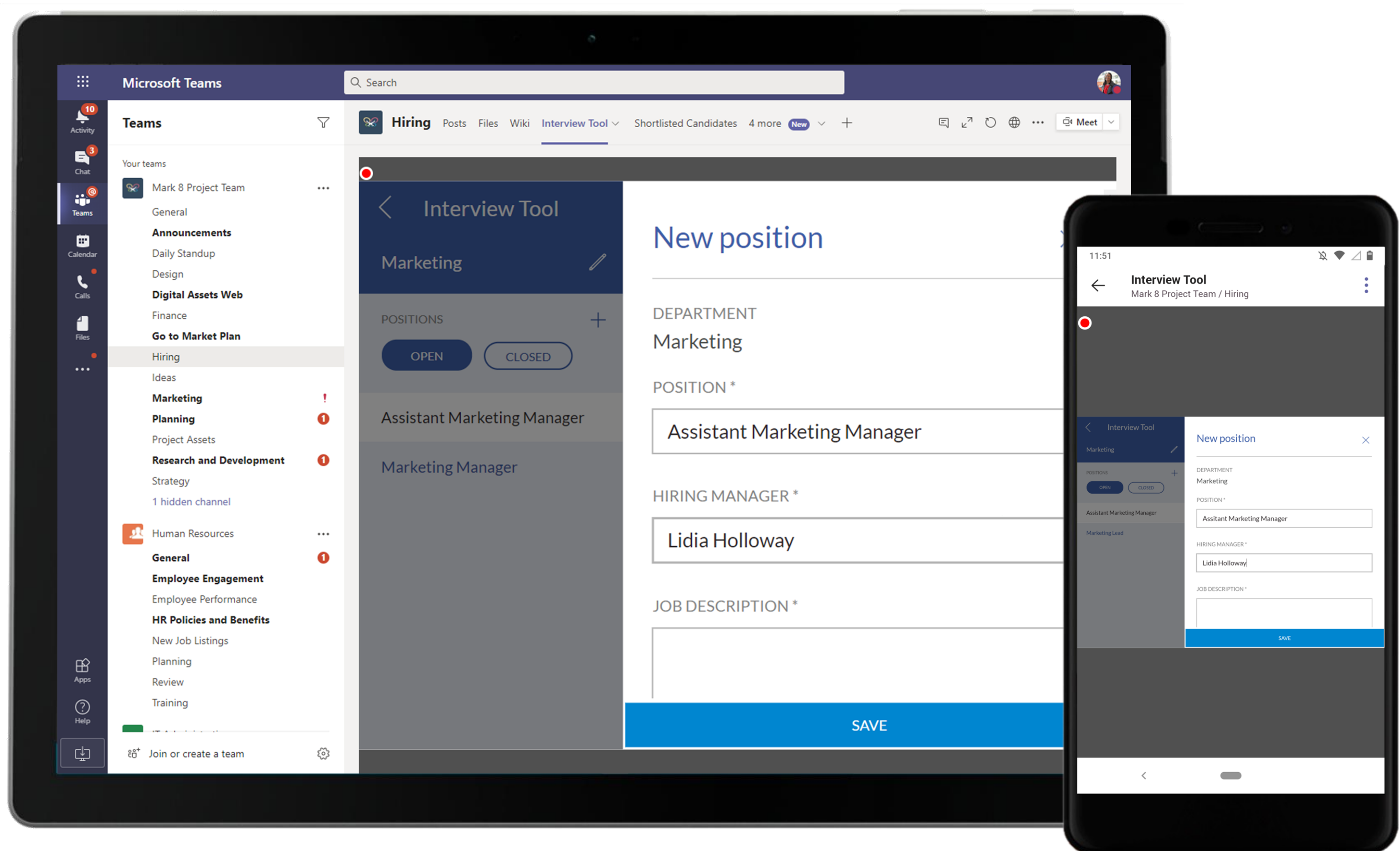
With help from Power Automate, the HR team can now view, access and edit all the resumes within the configured document library.



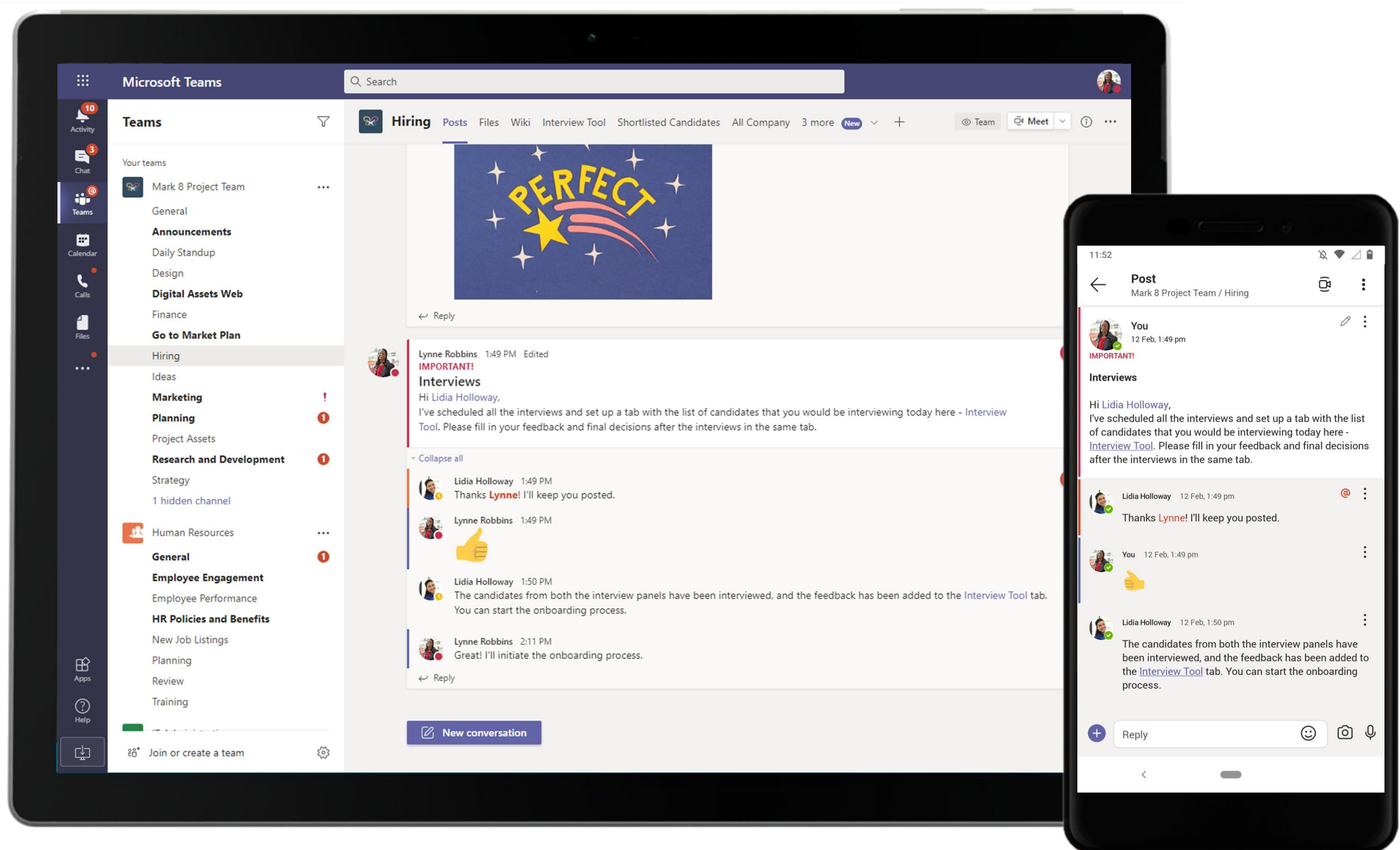
Channel conversations can contain a lot of things – conversations, files shared by team members, meeting threads, and GIFs! Use social features like reacting to team members' conversations and responses to acknowledge them.



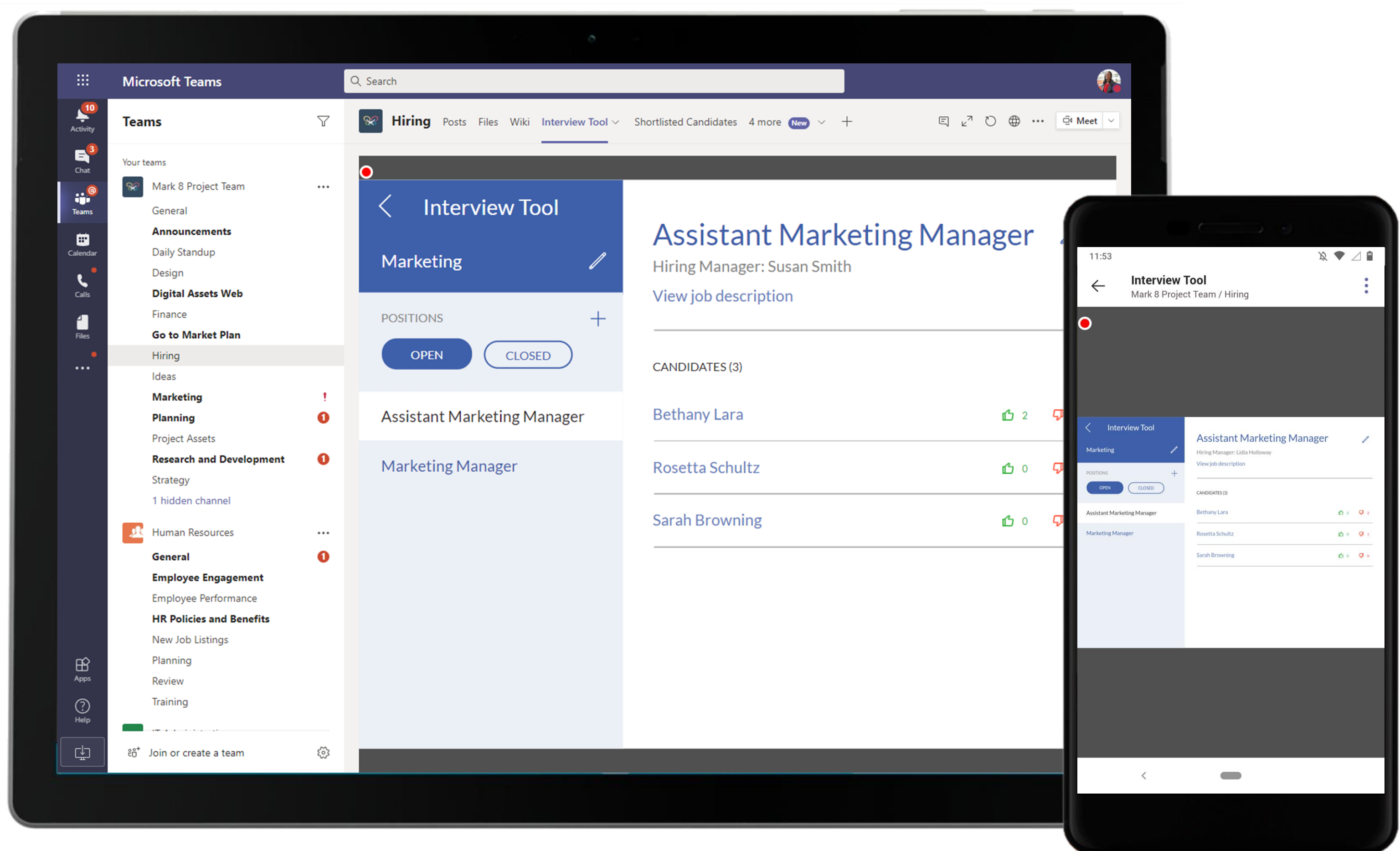
Access all events in the channel from one place. All members—except guests—can add events to the calendar and view event details. The Hiring & Training Manager blocks calendar for the interviews.



Power Apps for Teams allows users to build and manage low code apps right within Teams. The HR Manager creates interview tool and pins it in the channel in a tab.



Use channel conversations to relay updates to team members and begin a process flow for task completion. The HR Manager updates the team about the interview process.



View the interview feedback for each candidate entered by the interviewer within the Interview Tool Power App tab. Here the HR Manager views the interview feedback to see which candidates have been selected for the onboarding process.



# Reviewing of Hiring Trends by HR Leadership

HR Lead

## Scenario Walkthrough

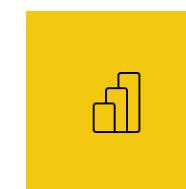
Contoso is an equal opportunity employer committed to creating a diverse workspace. The HR Leadership achieves this by routinely examining the hiring process. See how the HR Lead breezes through the task by collaborating with HR associates.

- Posts message in HR hiring channel requesting an analysis of hiring trends, diversity efforts, and attrition data.
- Responds to queries and replies from Human Resources Associates on his post.
- HR associates present their data using a Power BI dashboard.
- Consumes the insights from the dashboard using Power BI through slices, filters, etc. right inside Teams.
- Appreciates team's efforts and presentation at short notice.
- Participates in a meeting and shares his inputs on the further plan of action as per the answers collected using Ment.io.

## How did Microsoft Teams help the HR Lead to execute his roles and responsibilities?

- Reach the entire team by creating conversation threads in channels.
- Keep track of responses with alerts in the activity feed, thanks to @mentions and reply notifications.
- Utilize Power BI to compile and review data in a highly visual format.
- Collaborate with team members on strategic questions without conducting a live meeting or a conference call and accelerate decision-making with Ment.io.

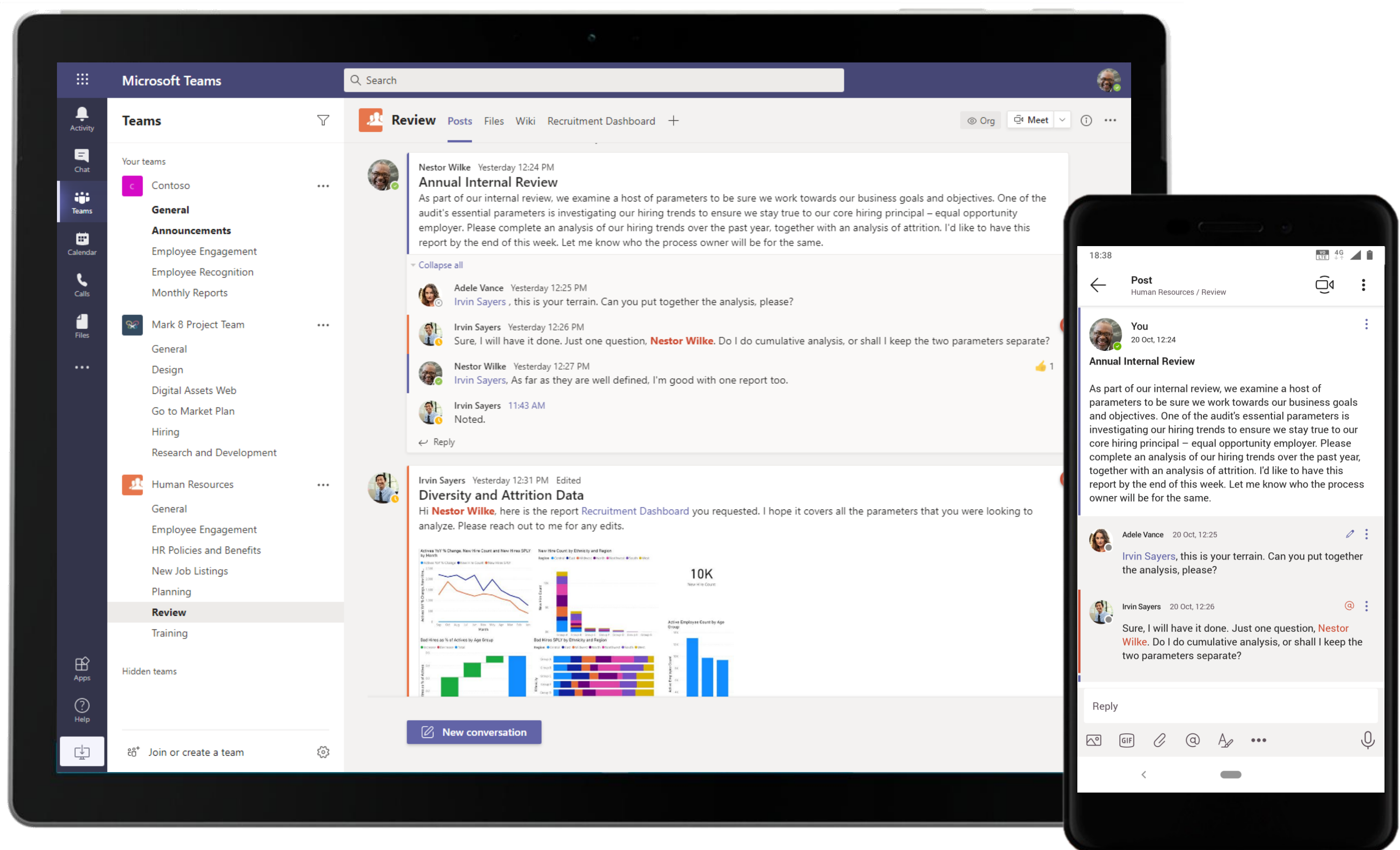
## Which app integrations on Teams made it possible?



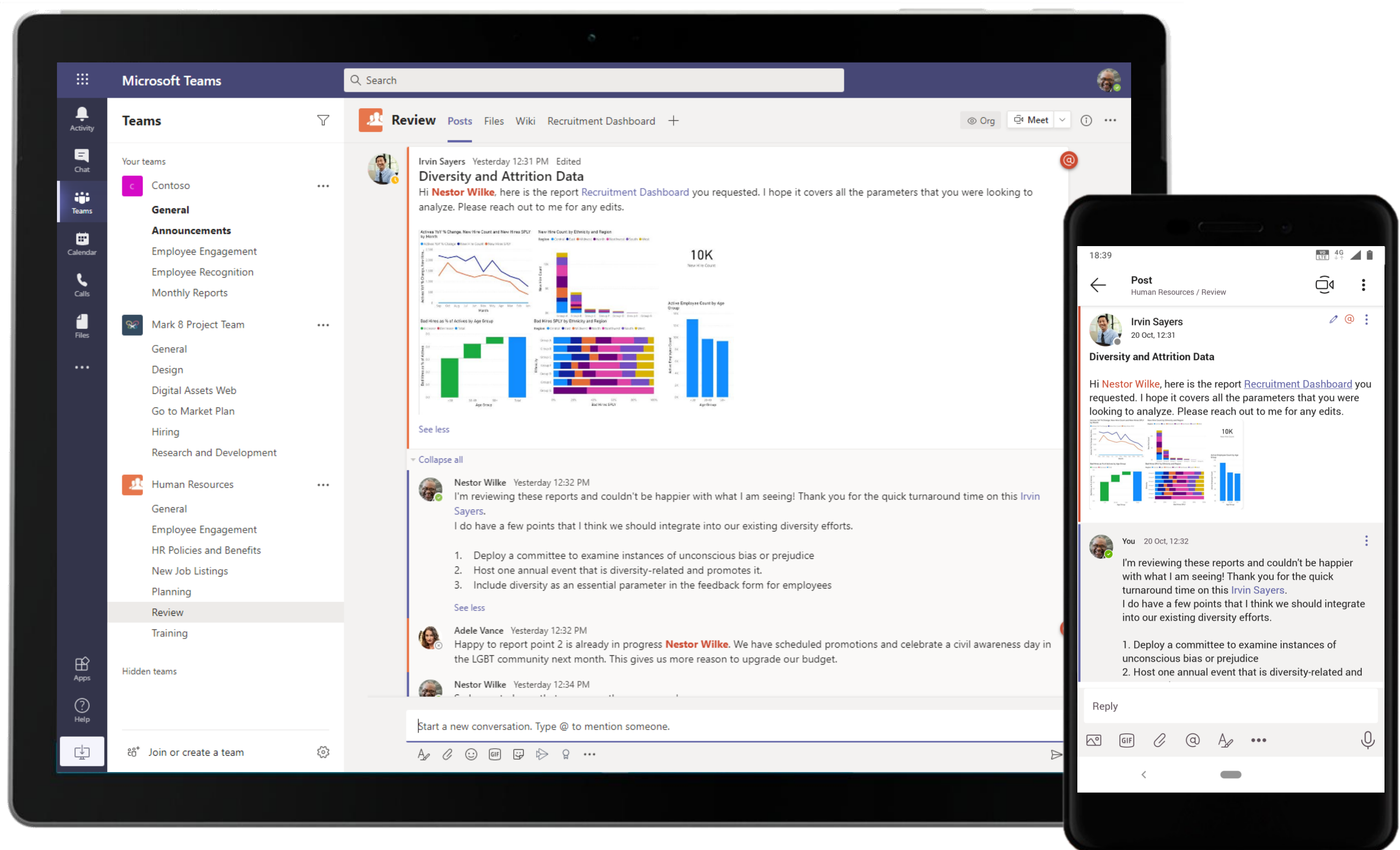
Power BI



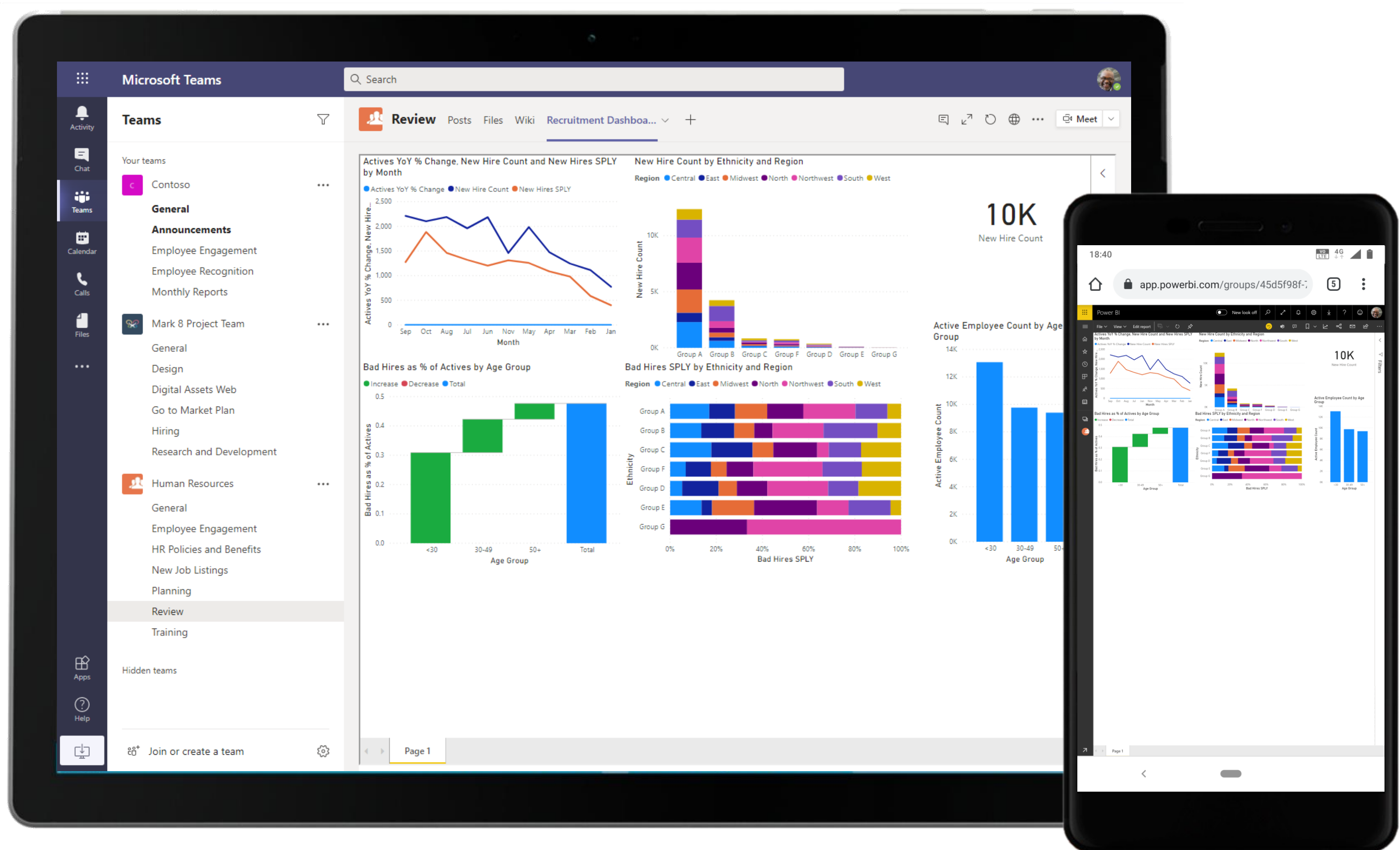
Ment.io



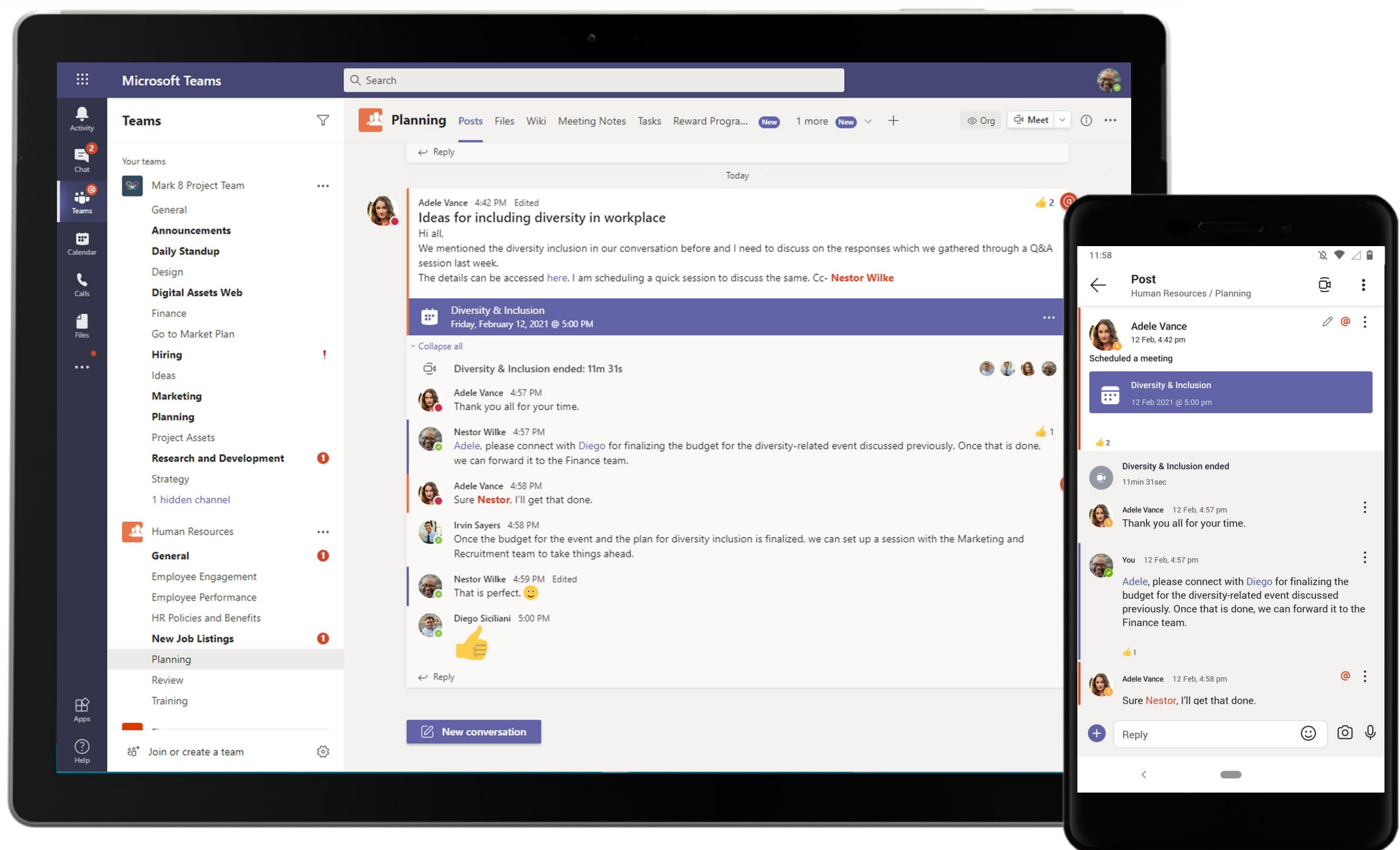
Use channel conversations to relay updates to team members and begin a process flow for task completion. The HR Lead kick-starts annual internal review and asks the team to investigate hiring trends.



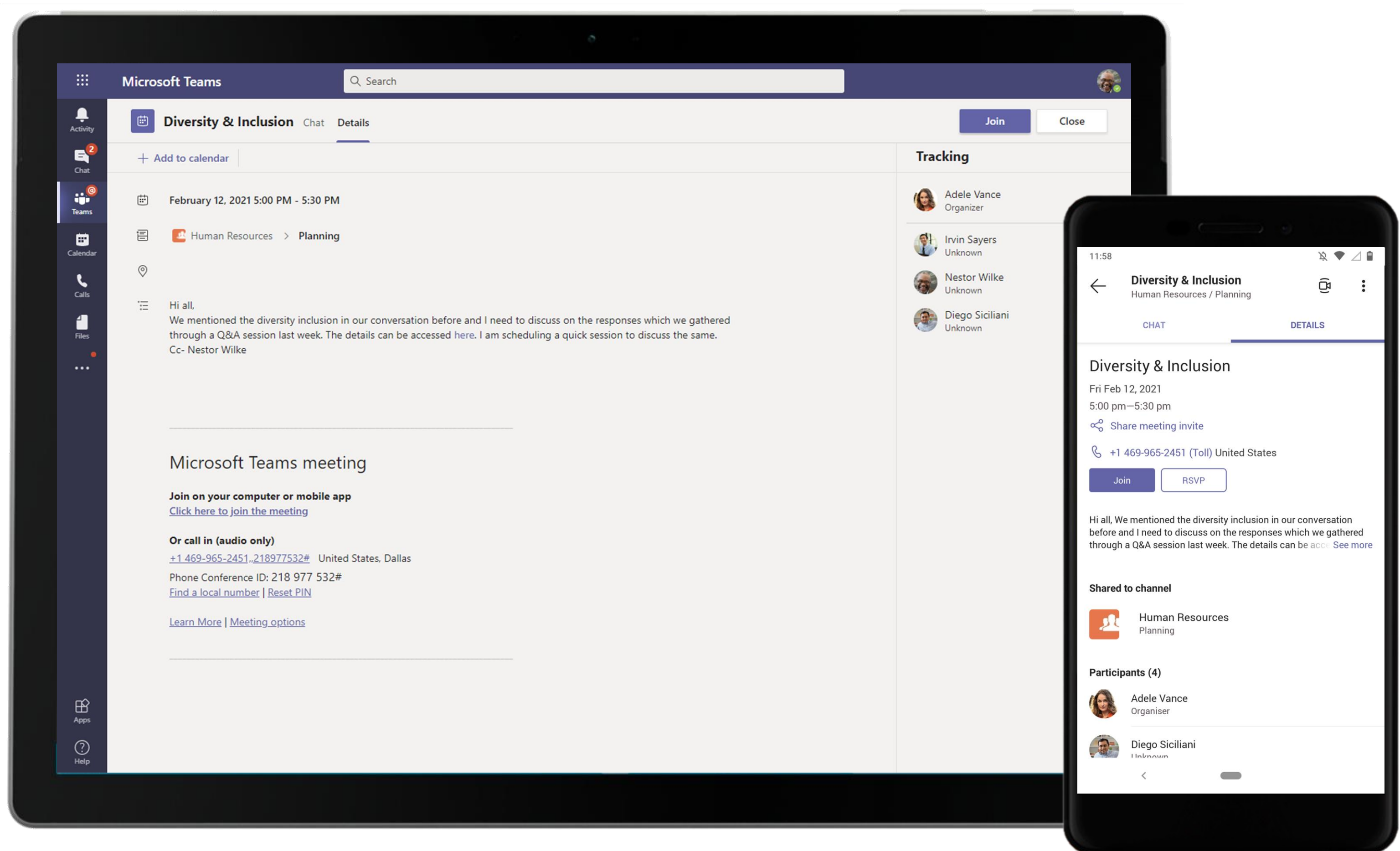
Channel conversations are also a great place to share snippets of your visual data for team members to understand the discussion points without opening a tab or a file.



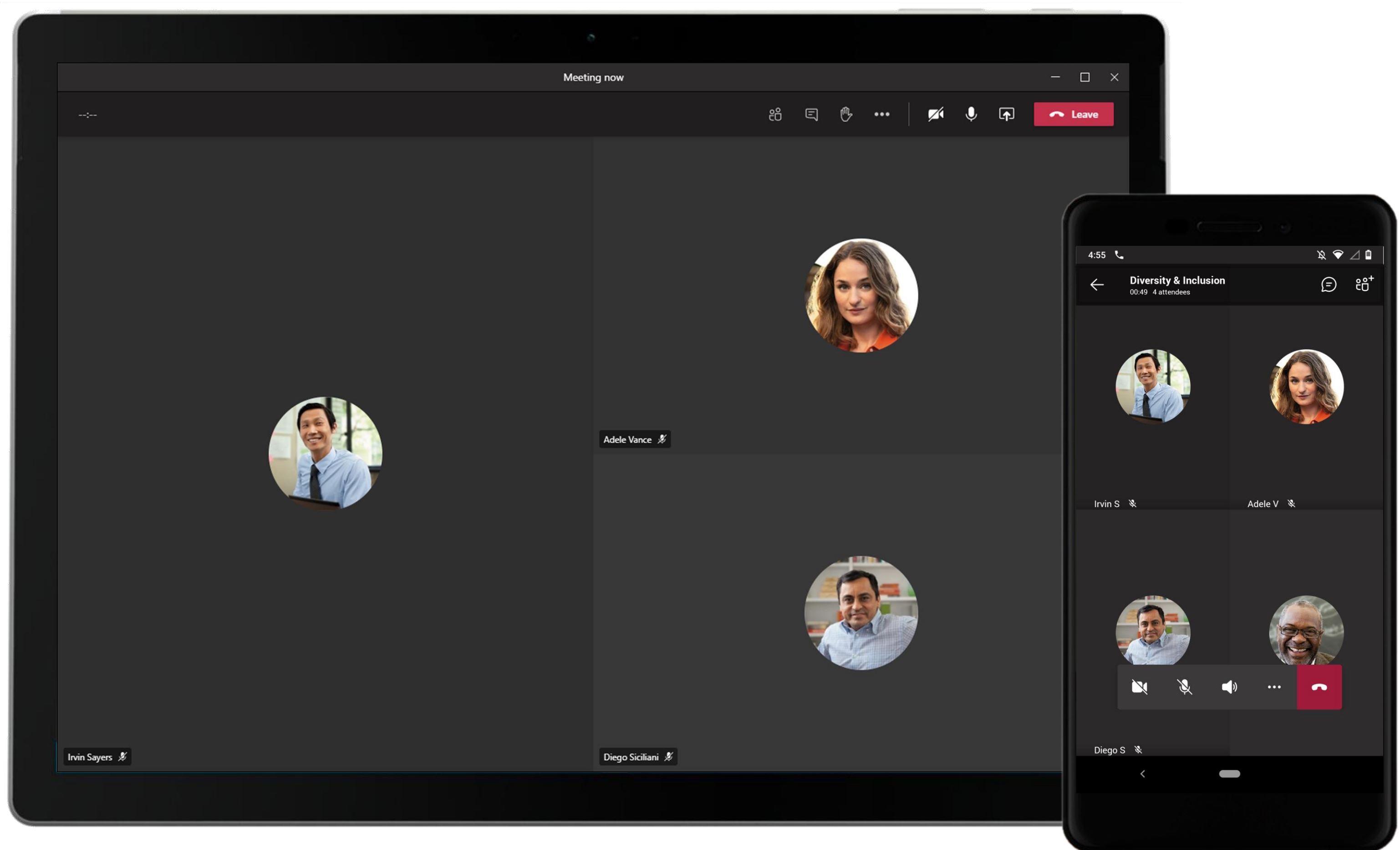
Facilitate data-driven decisions informed by visualizations and scoring in Power BI for Microsoft Teams. The HR associates present their data to the Vice President using a Power BI dashboard.



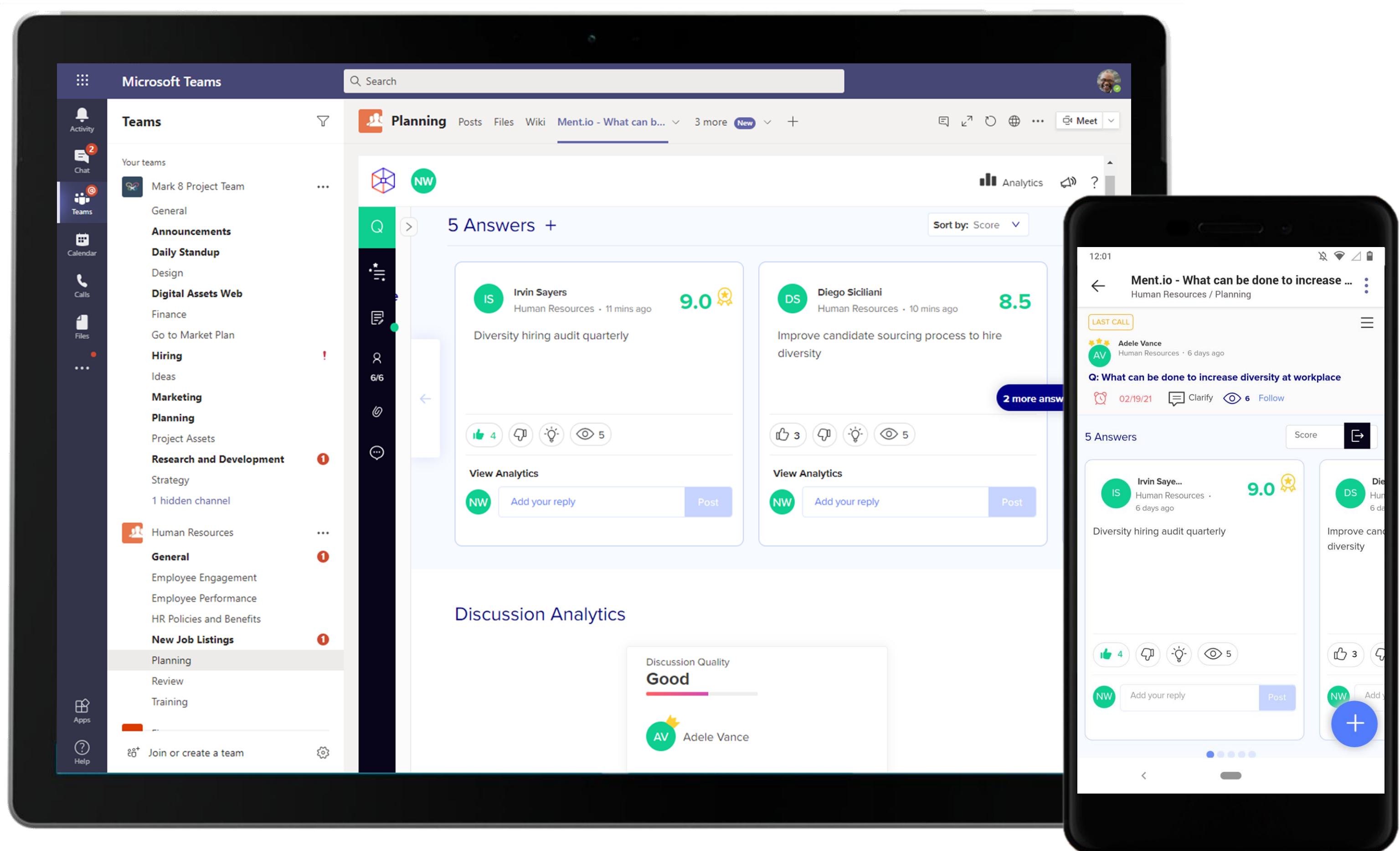
Collaborate with your team through channel communications using @mention to tag required personnel and keep conversations around the topic in a single thread.



Plan meetings or keep them impromptu, according to team members' availability, which reflects in the native scheduling calendar. Hold calls and conferences and share screens with enterprise grade security.



Complete meeting solutions in Teams support screen sharing, recording, video and audio conferencing. Teams allows you to also attach documents or share relevant information over chat for a complete meeting experience.



Collaborate with your team regarding strategic questions without conducting a live meeting or even a conference call with Ment.io in Microsoft Teams.



# Integrating New Hires

## Marketing Analyst

### Scenario Walkthrough

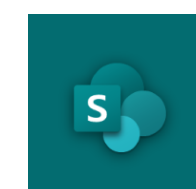
Contoso has recently hired a Marketing Analyst for an exciting project. The Marketing Analyst goes through the channel chat history and team notes to get up to speed on the project he's part. He leverages applications within Teams to get to know his co-workers and introduce himself to his new team to start effectively contributing to the project from day one.

- Receives a message welcoming him to the team from the HR Manager via 1:1 chat.
- Familiarizes himself with the project via channel communications, documents and channel tabs.
- Responds to team members welcoming him to the team via channel communications.
- Receives a notification matching him up with another co-worker for a quick meet via Icebreaker.
- Gets to know his co-workers, their roles, and interests via Who.

### How did Microsoft Teams help the Marketing Analyst to execute his roles and responsibilities?

- 1:1 chat to reach out to team members to quickly communicate and share files.
- Stay abreast of the latest conversations with the historical context in a channel.
- Know the company policies, share introductions, and complete onboarding tasks with SharePoint.
- Know your co-workers and their interests with Who.
- Get paired up with peers for meaningful conversations with Icebreaker.

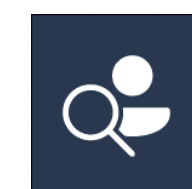
### Which app integrations on Teams made it possible?



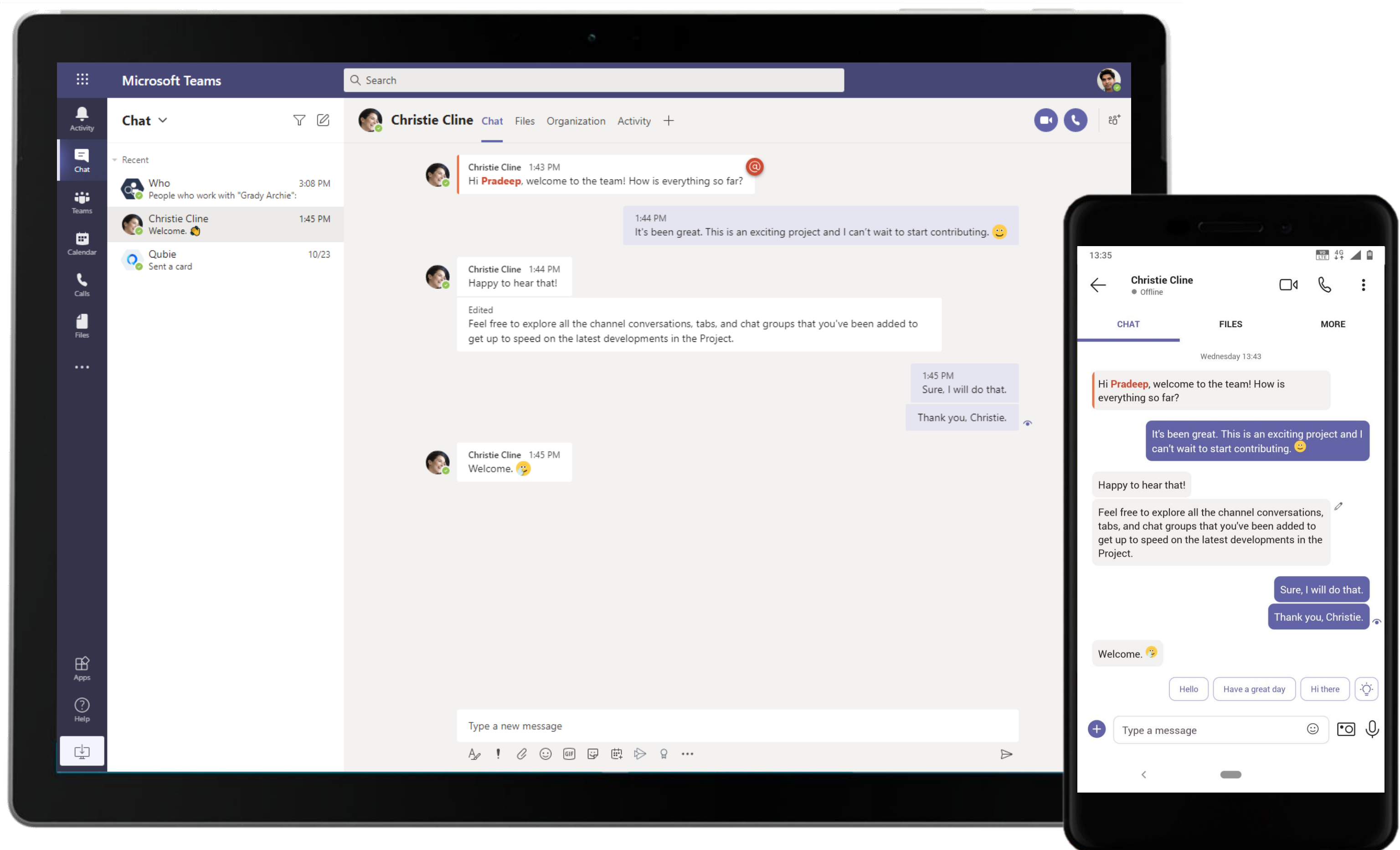
SharePoint



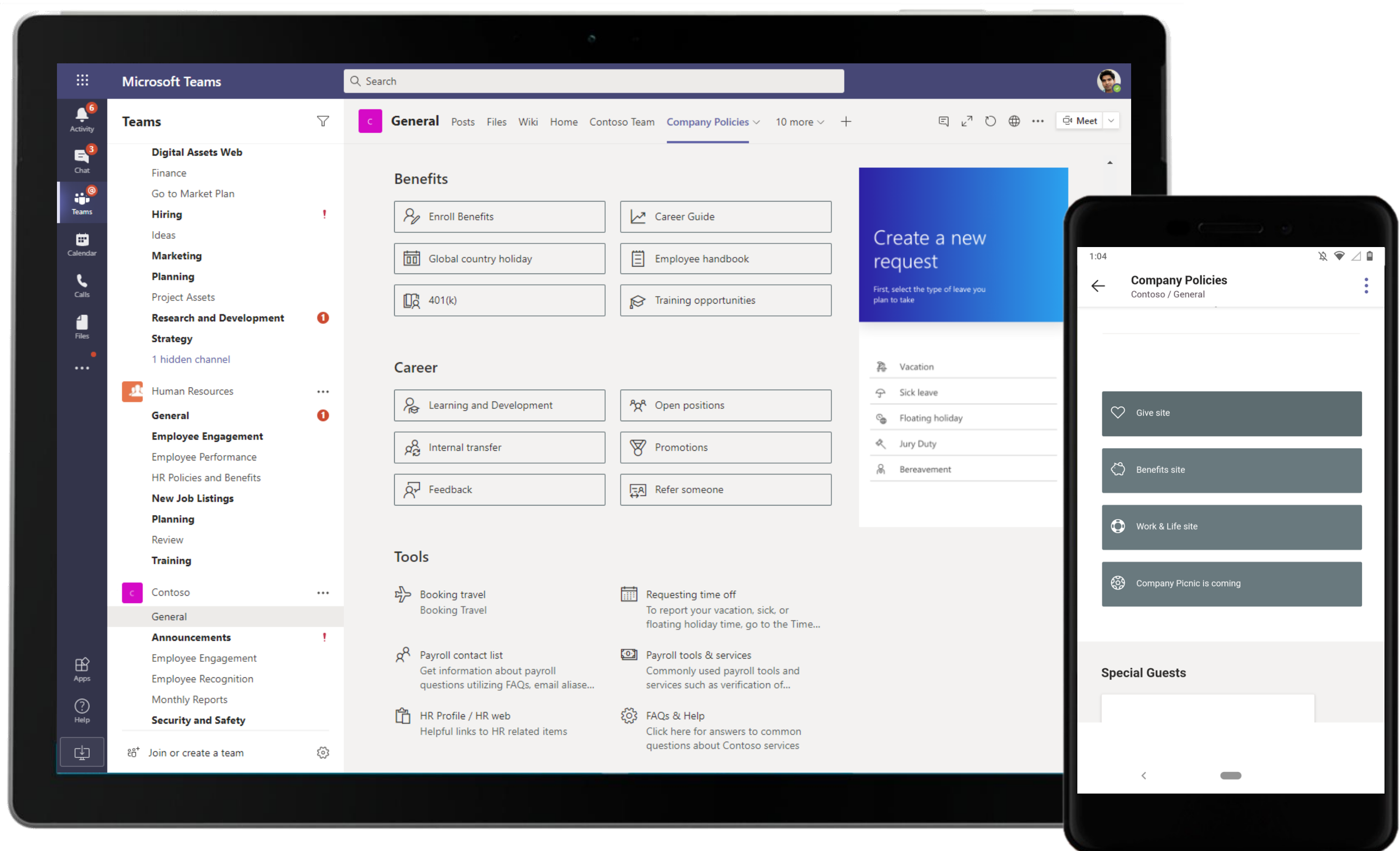
Icebreaker



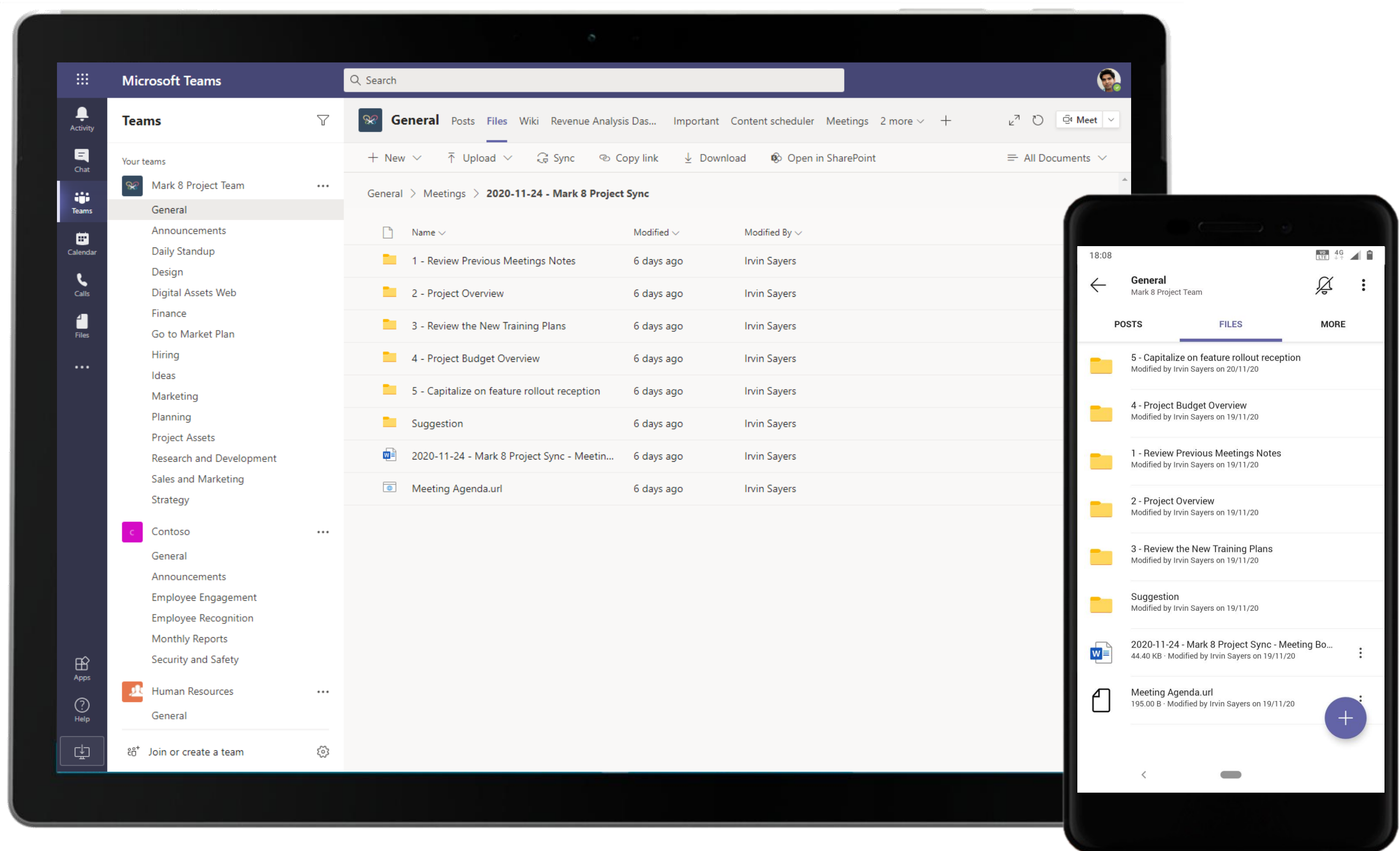
Who



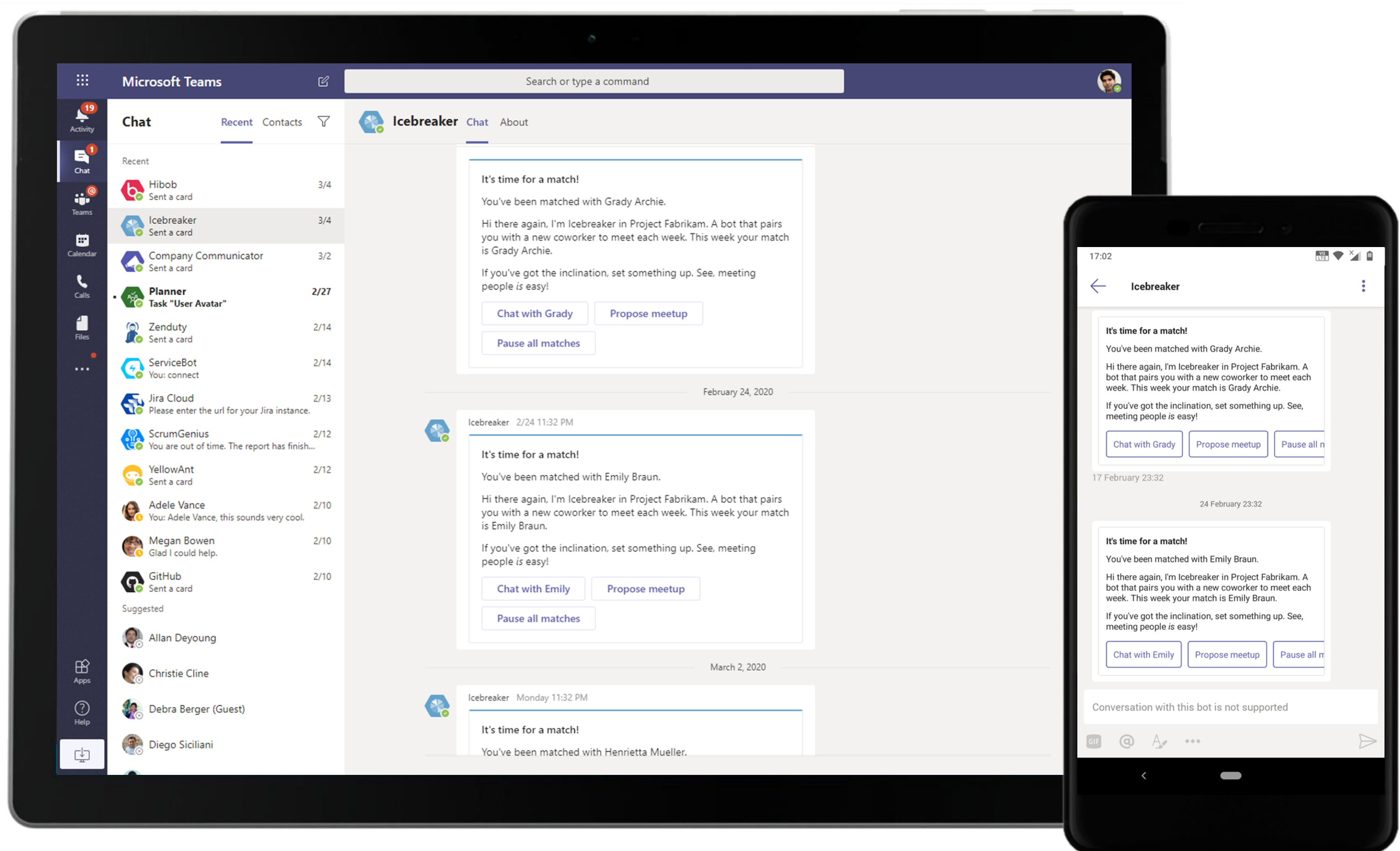
Quickly reach out to and chat with co-workers. Take conversations offline from channels for 1:1 discussions. The HR Manager reaches out to the new hire to welcome him.



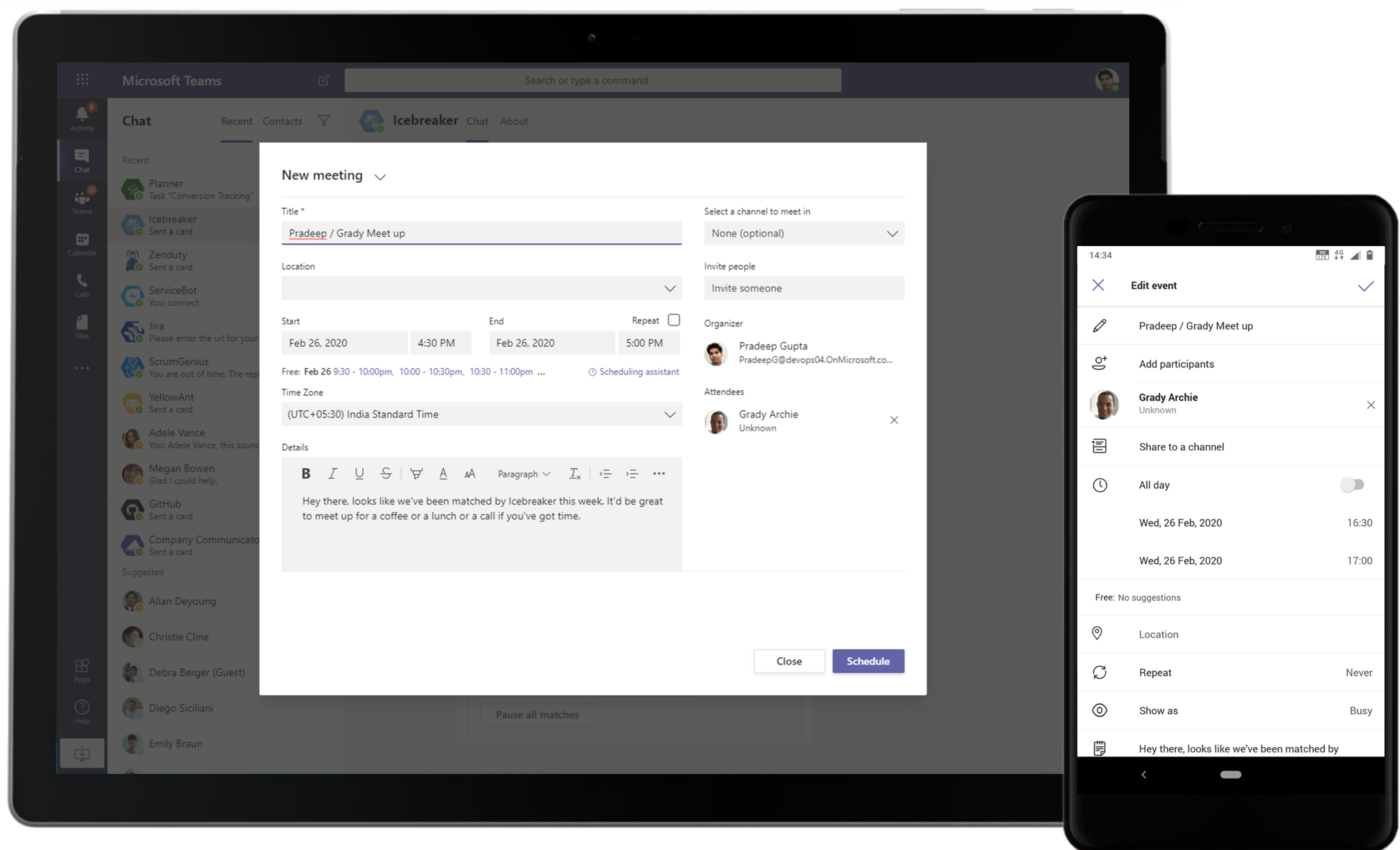
Company policies are pinned as a tab to the channel for employees' easy access. The Marketing Analyst accesses it to apprise himself about the latest updates.



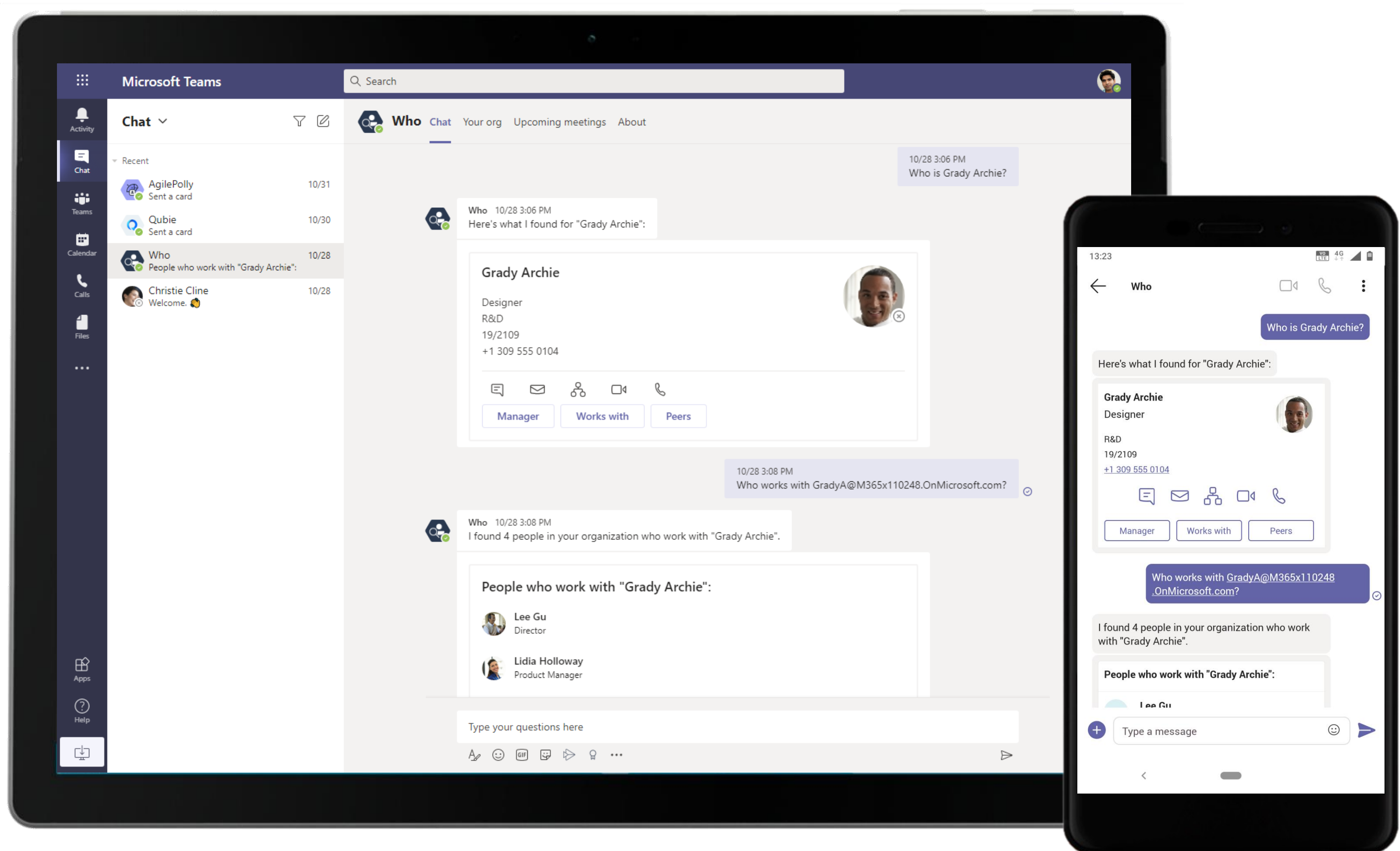
Enjoy powerful document sharing and access, store team documents in dedicated folders easily within the Files tab of the channel.



Make the new hires feel welcome with Icebreaker bot in Teams that makes random matches to set up for simple chitchat. The Marketing Analyst is offered options by Icebreaker.



Icebreaker bot does the heavy-lifting of finding a new person to meet with each week and helps scheduling the meetup.



Search for anyone in your organization based on what they're working on, who they work with, and more with Who. Chat with the app to ask questions and find relevant information.



# Collaborate to Write Better Job Listings

HR Executive

## Scenario Walkthrough

It's difficult for HR teams to write new job descriptions without input from experts in the organization regarding the job skills. Contoso needs an easy way to connect the HR team with the right people to get feedback for the job description and sign-off to make sure HR can find the right person for the job. The HR Executive communicates and coordinates with the team that requires new hires to understand their requirements and craft the ideal job listing for the role.

- Creates and shares a poll with the Team Lead to understand his hiring requirements.
- Gets notified of a requirement for two roles by the Team Lead via channel communications.
- Searches for and accesses the job description templates for these roles from a library of templates via Template Chooser.
- Shares a Word document and notifies the team members to modify the template based on their requirements.
- Notifies the team regarding the templates that have been shared via Channel communications.
- Reviews the templates that have been modified and communicates with the Human Resource team to begin their search.

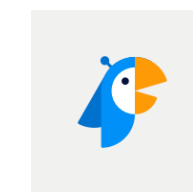
## How did Microsoft Teams help the HR Executive to execute her roles and responsibilities?

- An easy way to discover, find, use, and manage your templates in Teams with Template Chooser.
- Keep track of responses with alerts in the activity feed, thanks to @mentions and reply notifications.
- Create polls to gather survey answers and suggestions easily with Polly.

## Which app integrations on Teams made it possible?



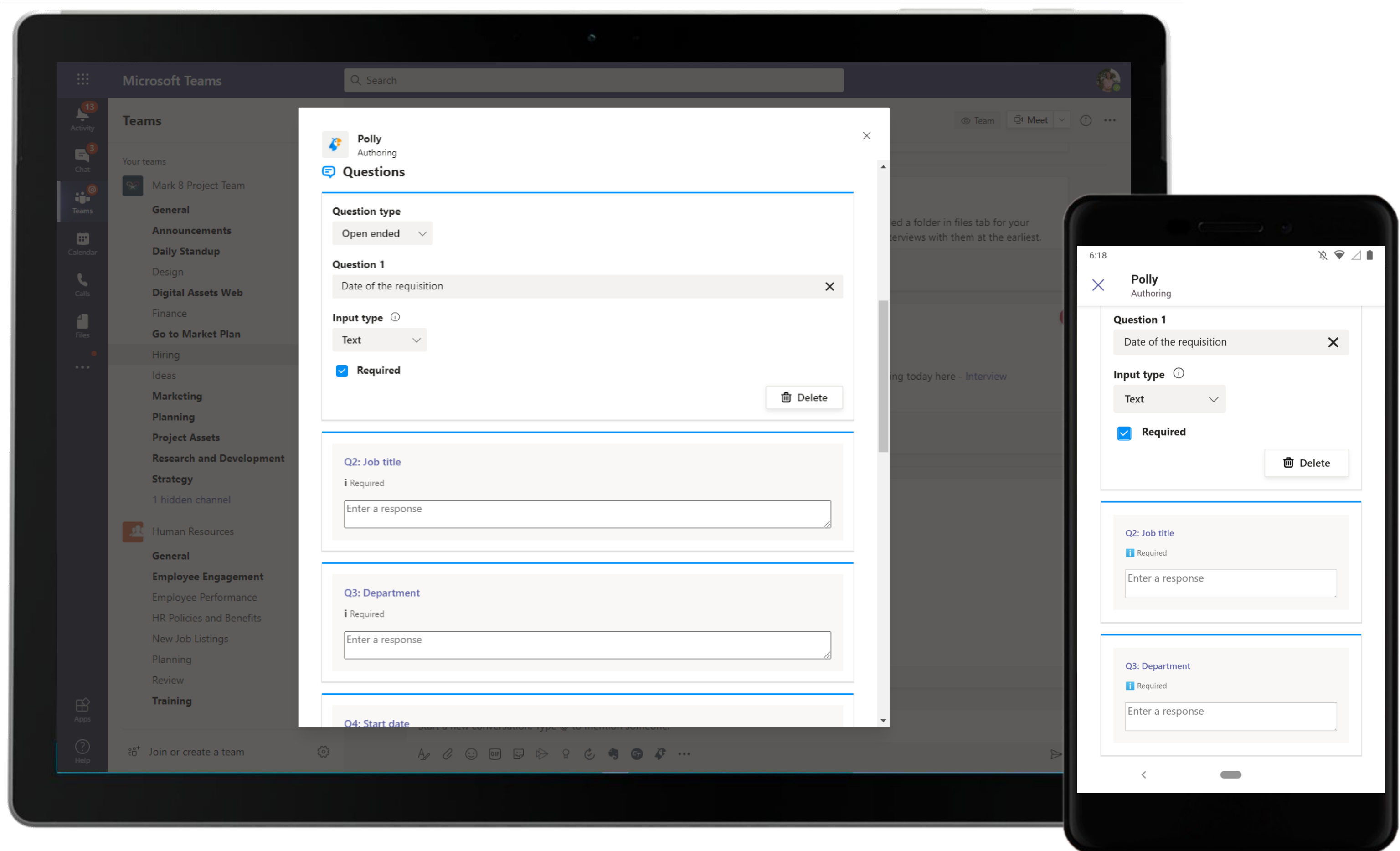
Template Chooser



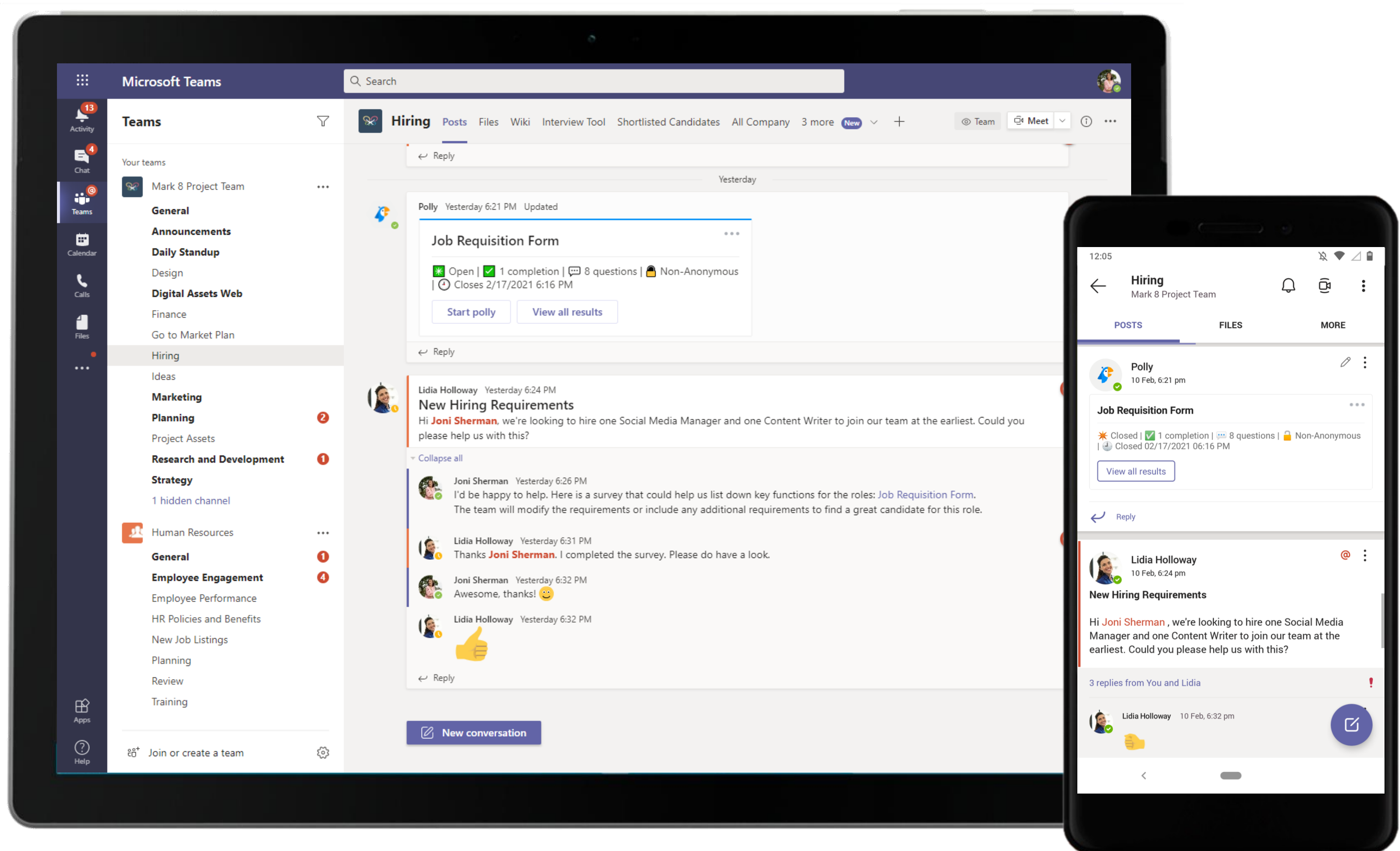
Polly



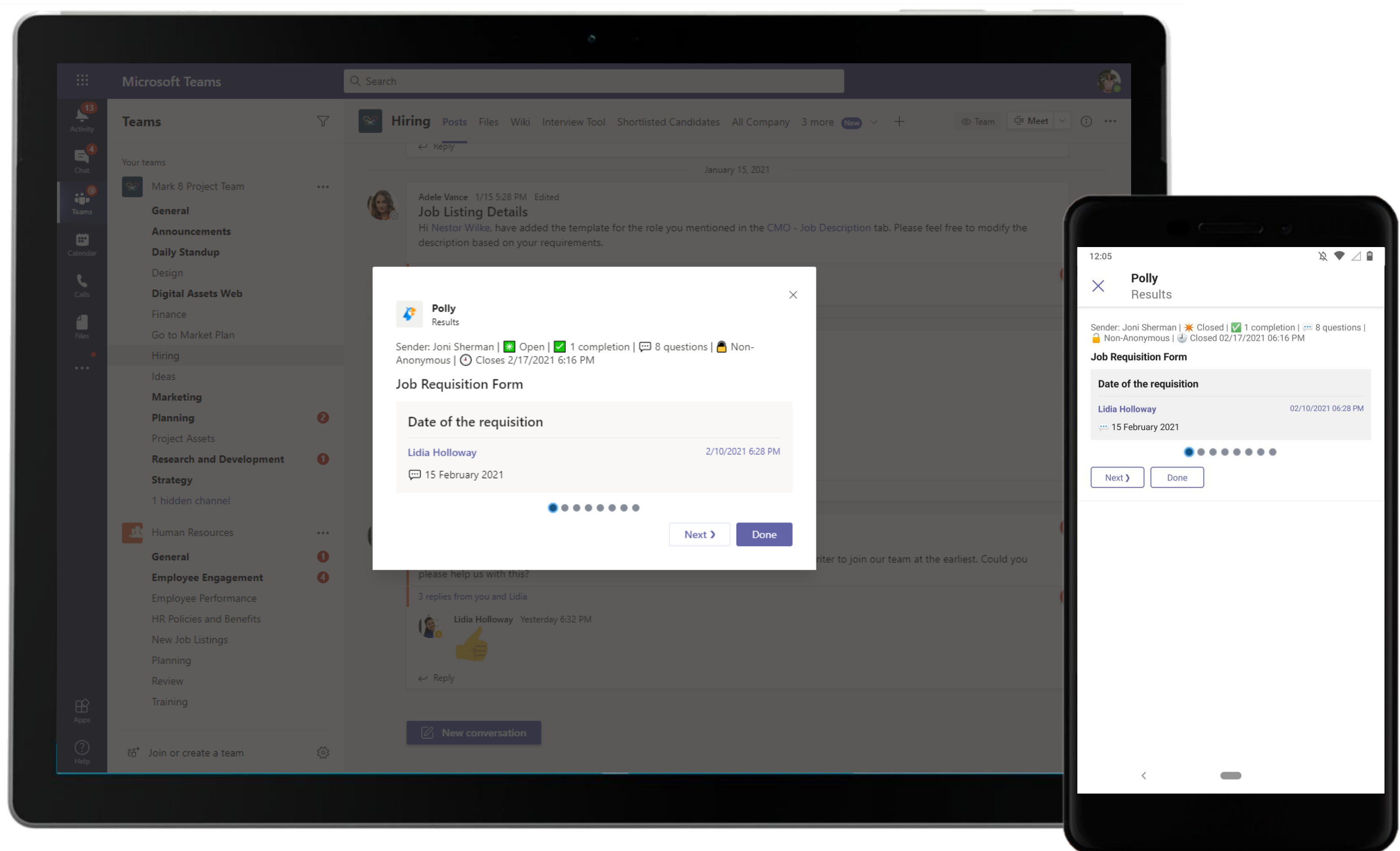
Word



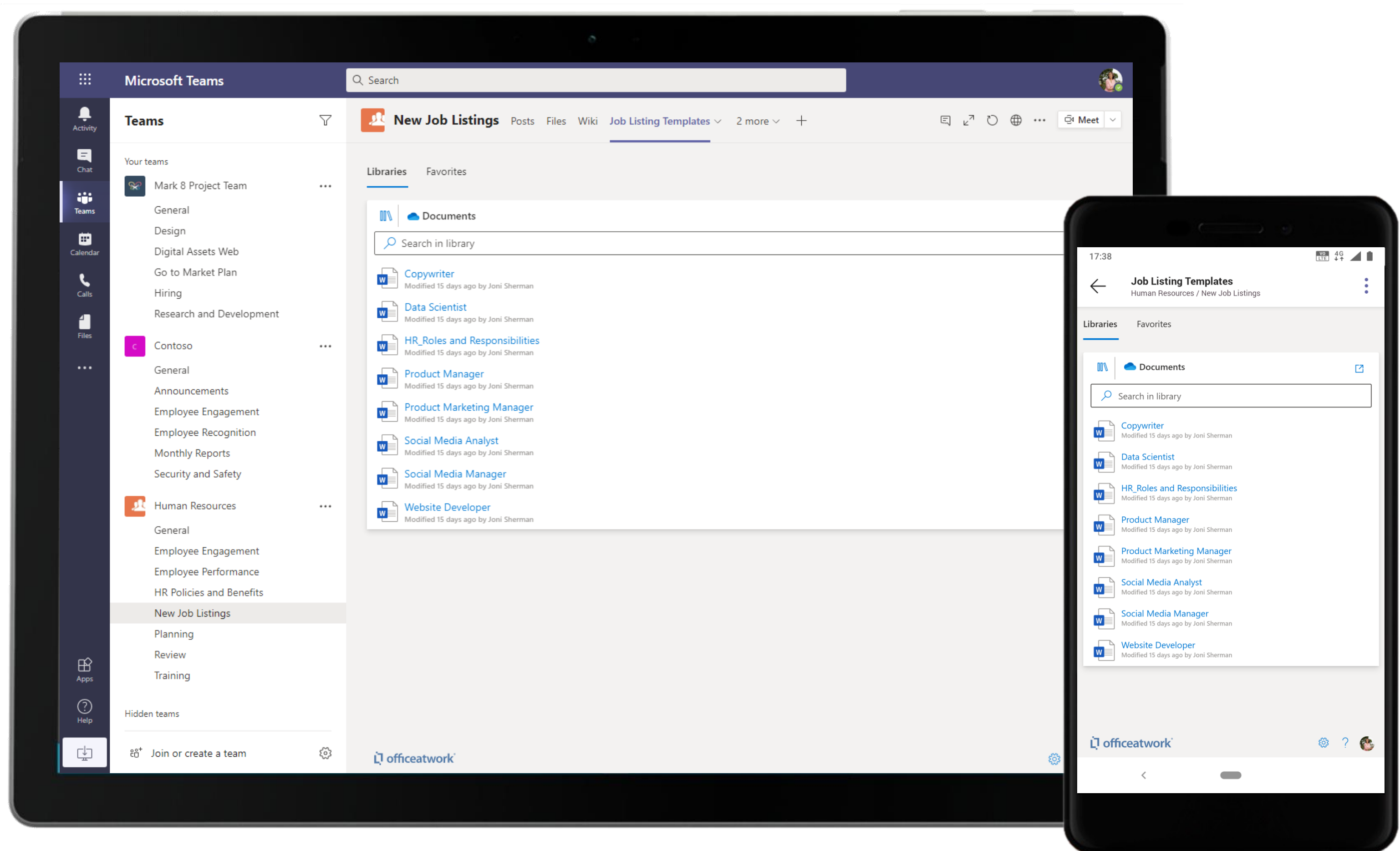
Polly offers an array of advanced functionality such as templates, recurrence, scheduling, anonymity, and more all available to you in Microsoft Teams. The HR Executive creates a poll with multiple open-ended questions.



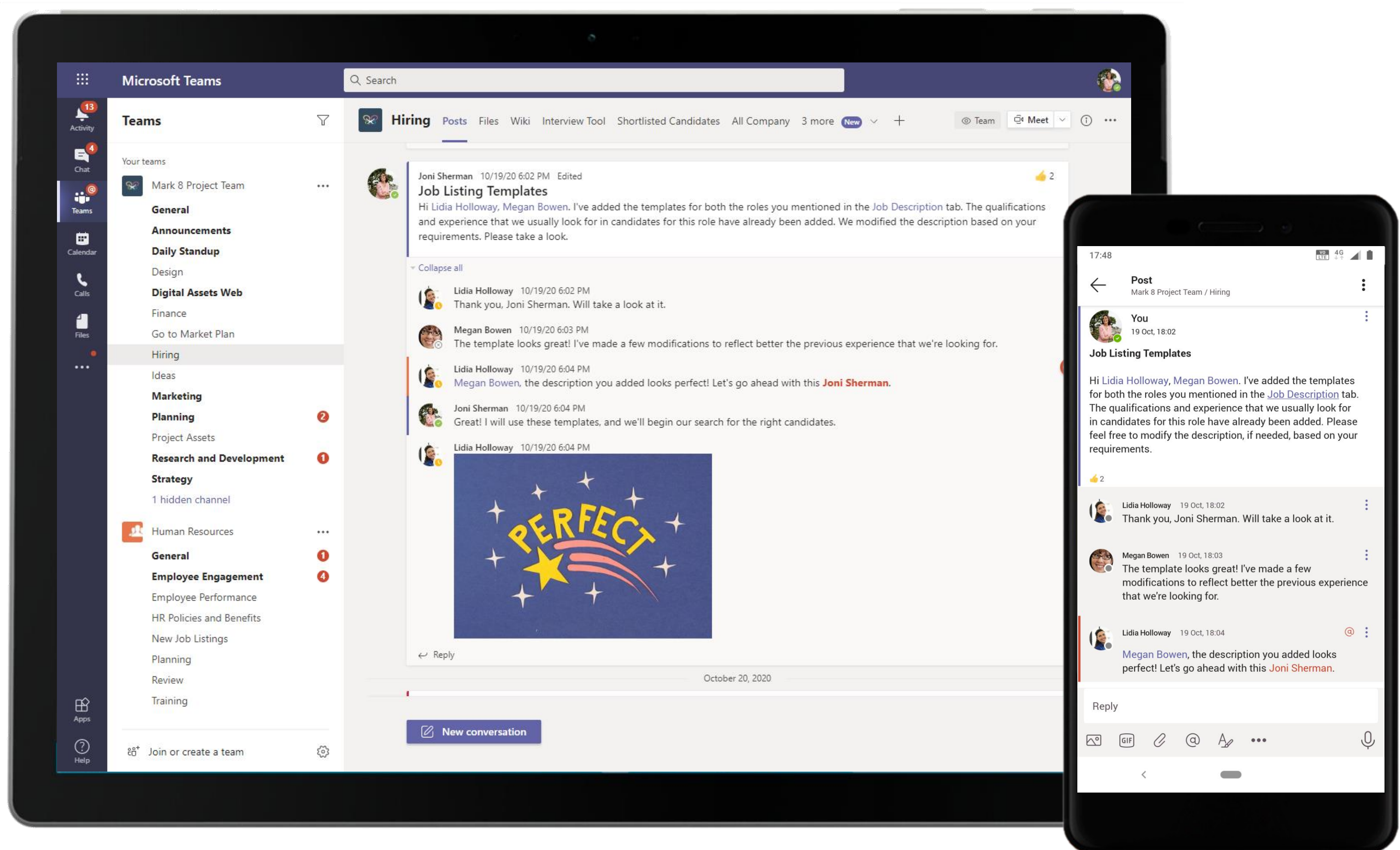
Ask your team questions with Polly and get instant answers in Microsoft Teams. The HR Executive requests the Team Lead to complete a survey.



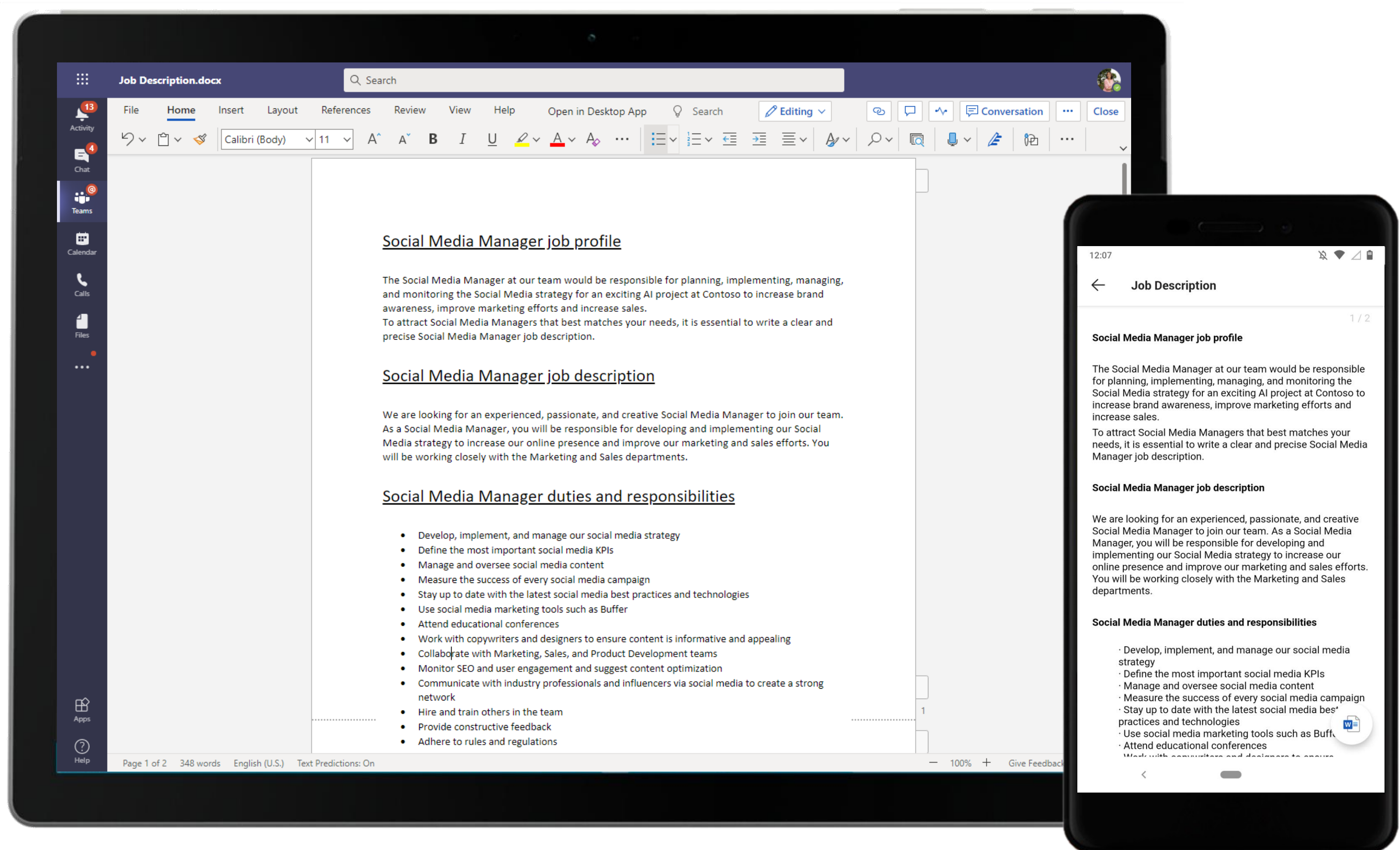
With Polly, quickly reach out to your colleagues and make data-driven decisions instantly. The HR Executive previews Polly results and understands the team's hiring requirements.



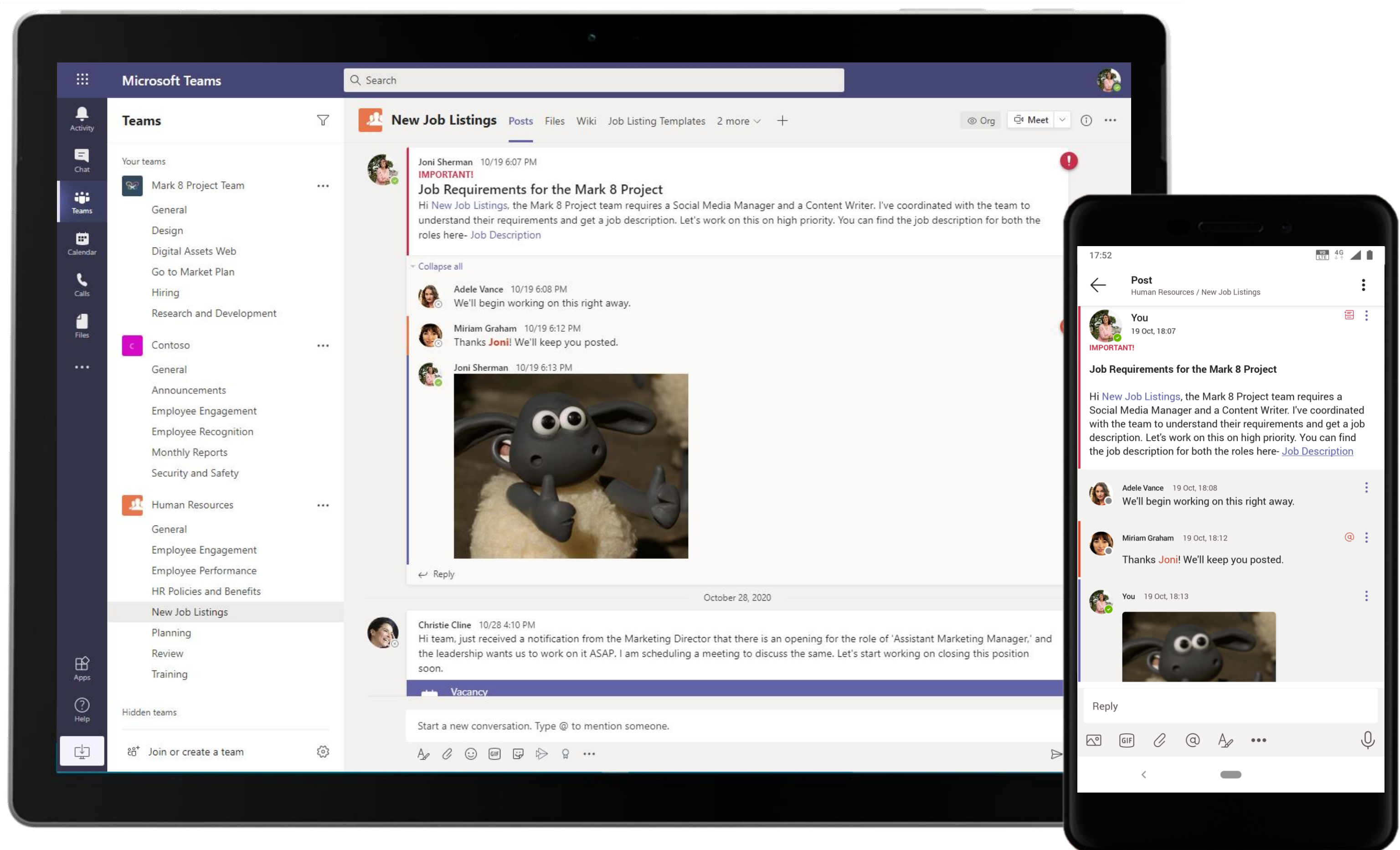
Make your team more productive by having the right templates at your fingertips with Template Chooser in Teams. The HR Executive looks up job description templates in the Template Chooser library.



Collaborate with your team through channel communications using @mention to tag required personnel and keep conversations around the topic in a single thread. Intense in moments of work flurry, these channels also see a fair amount of levity with GIFs and emojis that makes working together fun!.



Whether it is meeting notes or job descriptions, Word is a powerful documentation tool. The HR Executive uses a Word document to build job descriptions and share them later with her team.



An exclusive channel for members of a team who collaborate regularly helps maintain a history of past communications while keeping the newest conversations and files accessible.



# Administration

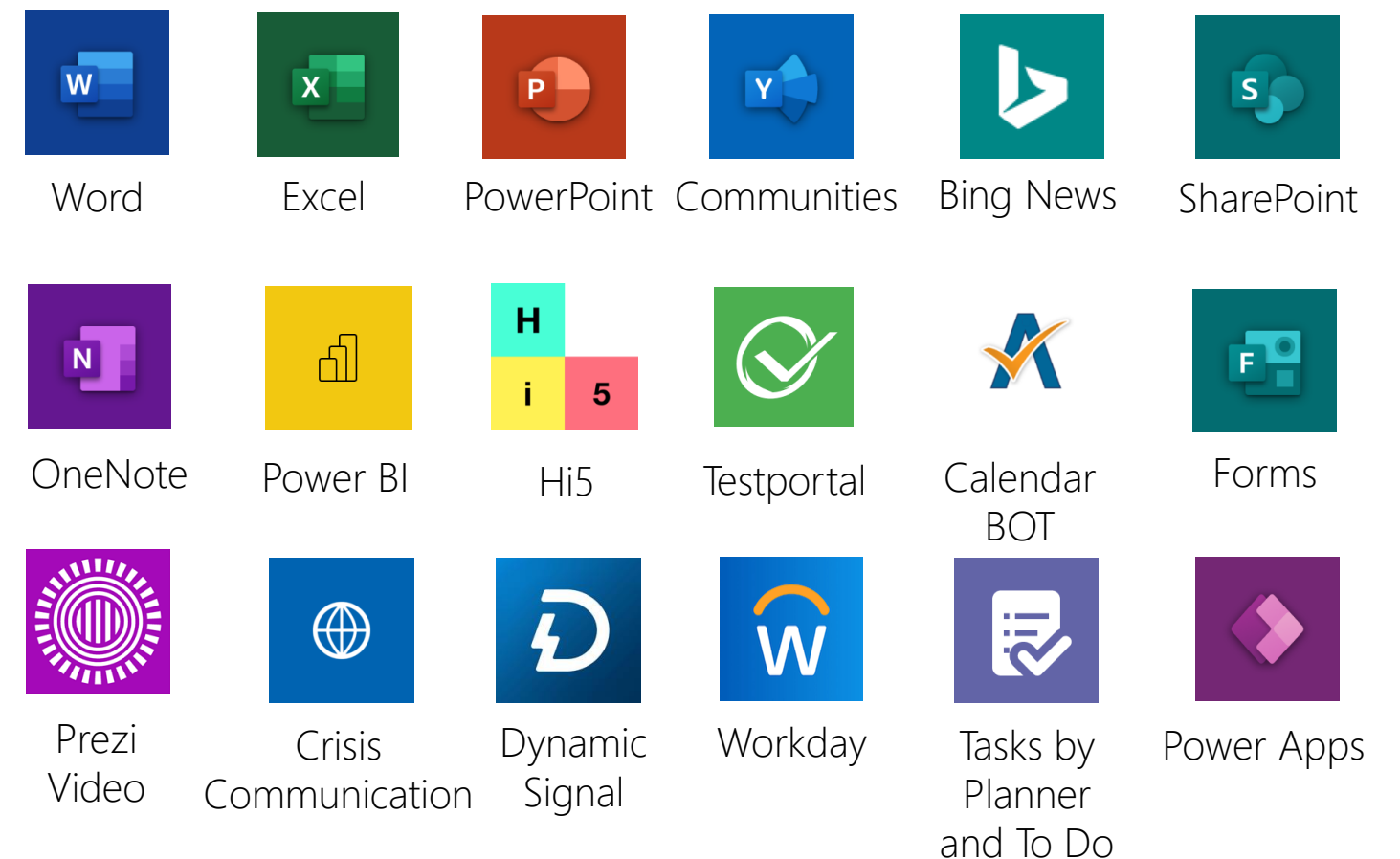
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- Channel tabs for everyone to stay on the same page
- Help collaborate with teammates on multiple projects from within a single environment

### Apps that enable an immersive experience in Teams



# Meet the Business Decision Makers

## Human Resources



### Assistant HR Manager

*"To win the marketplace, one must win the workplace."*

- Submit employee data reports by assembling, preparing, and analyzing data
- Oversee the completion of compensation and benefit documentation
- Support all internal and external HR-related inquiries or requests



### HR Manager

*"Human Resources isn't a thing that we do, it's the thing that runs our business."*

- Plan, direct, and coordinate the administrative functions of an organization
- Oversee an organization's recruitment, interview, selection, and hiring processes
- Handle staffing issues, such as mediating disputes and directing disciplinary procedures



### HR Associate

*"In recruiting there are no good or bad experiences - just experiences."*

- Communicating with potential job candidates
- Manage HR records including, résumés, applicant logs, and employee forms
- Issue employment contracts and verifying completion
- Issue new employees with enrollment documents

# Meet the Business Decision Makers

## Human Resources



### Business Development Manager

*"I believe in positioning your value not your price to win deals for Contoso."*

- Develop growth strategies and plans
- Manage and retain client relationships
- Negotiate with stakeholders
- Research business opportunities and viable income streams



# Connect Employees to Build a Healthy Team Culture

## Assistant HR Manager

### Scenario Walkthrough

The Contoso HR Team is trying to keep employees connected and engaged while working from home, which is the new normal now. The team is continuously working towards making better efforts, but employee feedback is crucial to see progress. See how the Assistant HR Manager uses Microsoft Teams to develop an enhanced organizational culture.

- Participates in conversation alerting the HR team of the decreasing employee morale and discusses measures to improve engagement within the organization.
- Views the tasks assigned to him and others within the team via Workstreams.ai.
- Interacts with Qubie bot to send automated questions to the employees to gauge their mood periodically.
- Encourages employees to post their honest suggestions and feedback.
- Analyzes a Qubie report measuring the increment in employee morale after incorporating their feedback.

### How did Teams help the Assistant HR Manager execute his roles and responsibilities?

- Integrated Qubie bot sends periodic notifications to gauge employee morale and collects honest feedback.
- Create tasks, add labels, assign teammates and manage your work in flexible Kanban boards with Workstreams.ai.
- Send recognition to a team member for his/her hard work right in the channel with Karma.

### Which app integrations on Teams made it possible?



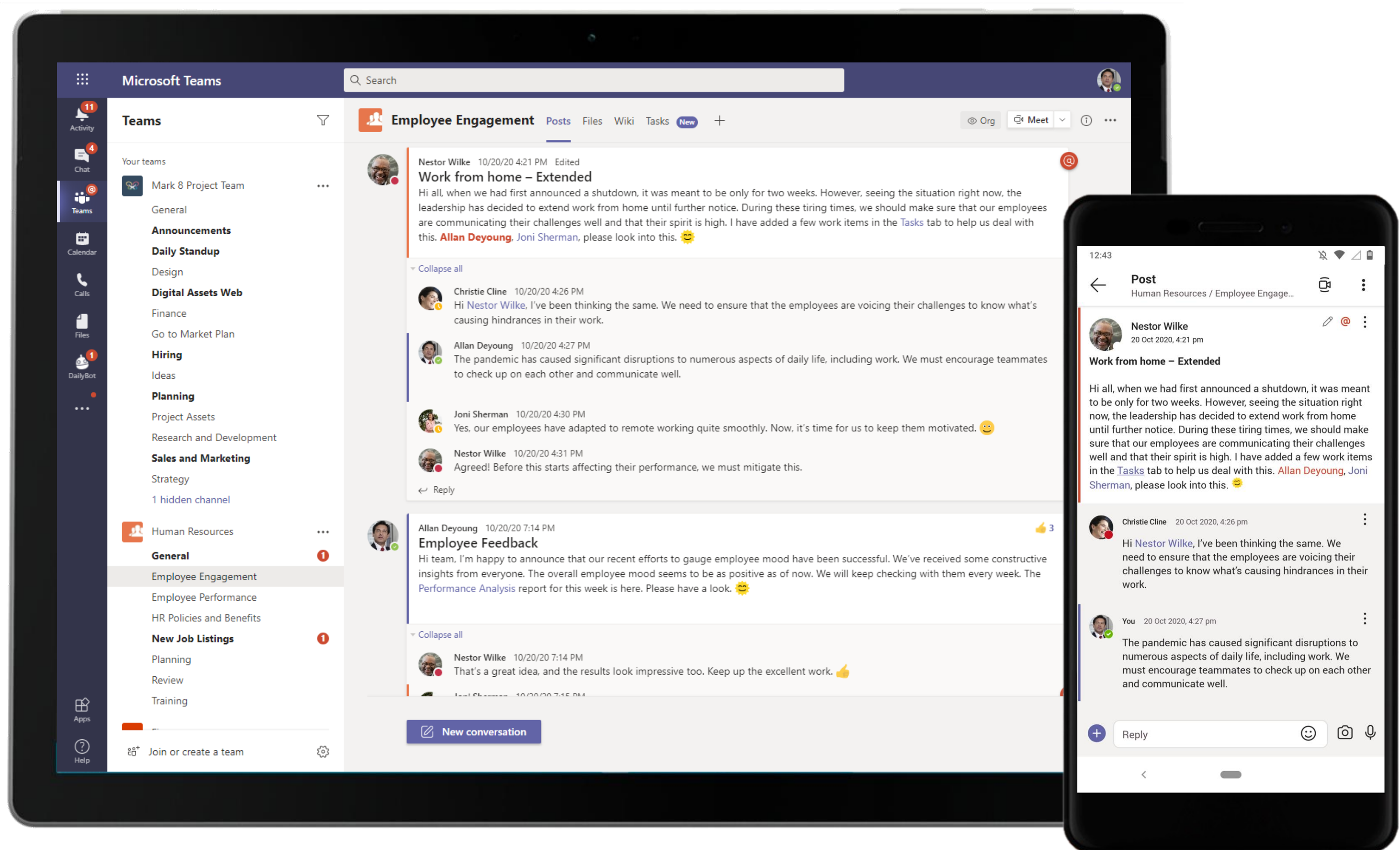
Qubie



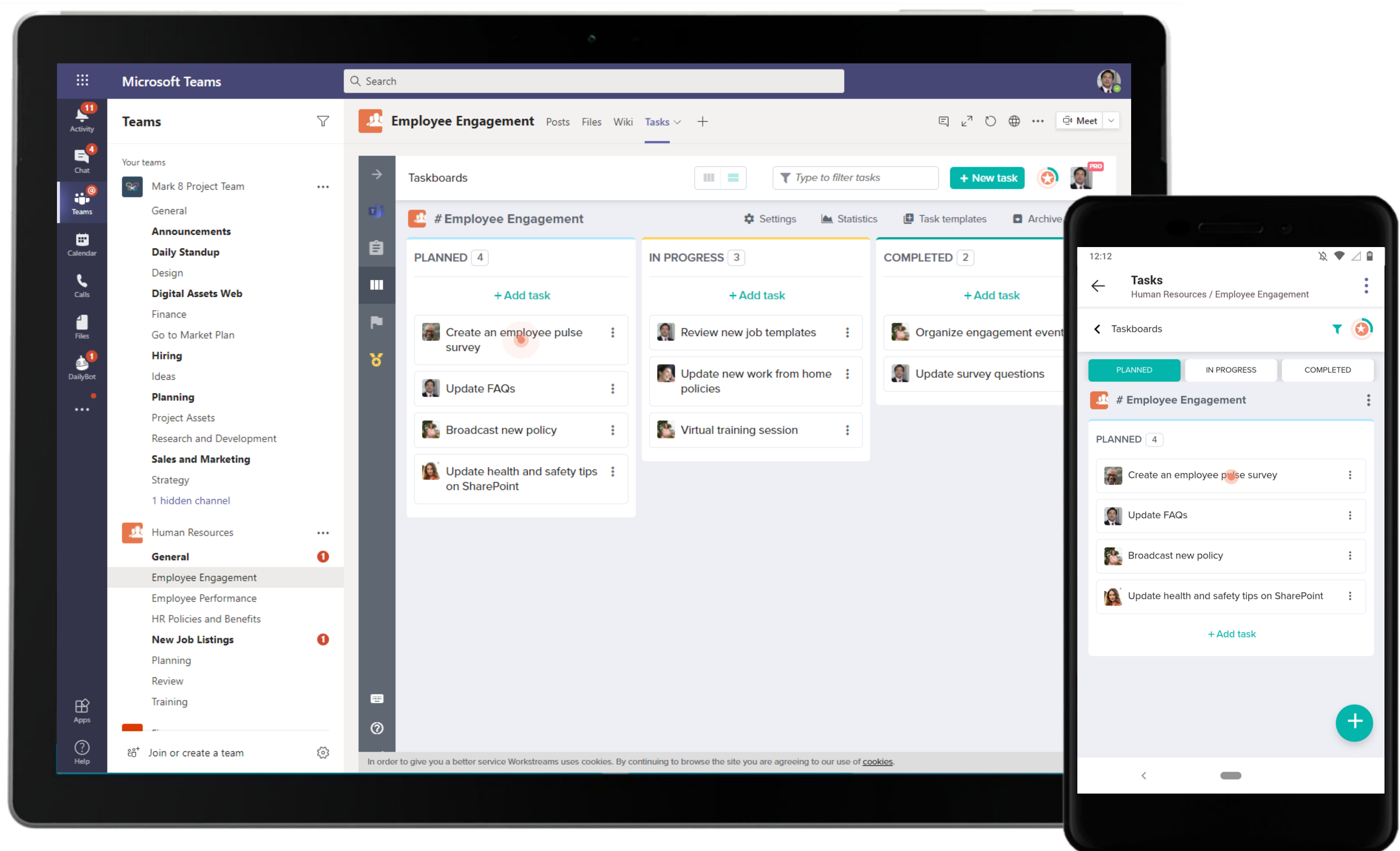
Workstreams.ai



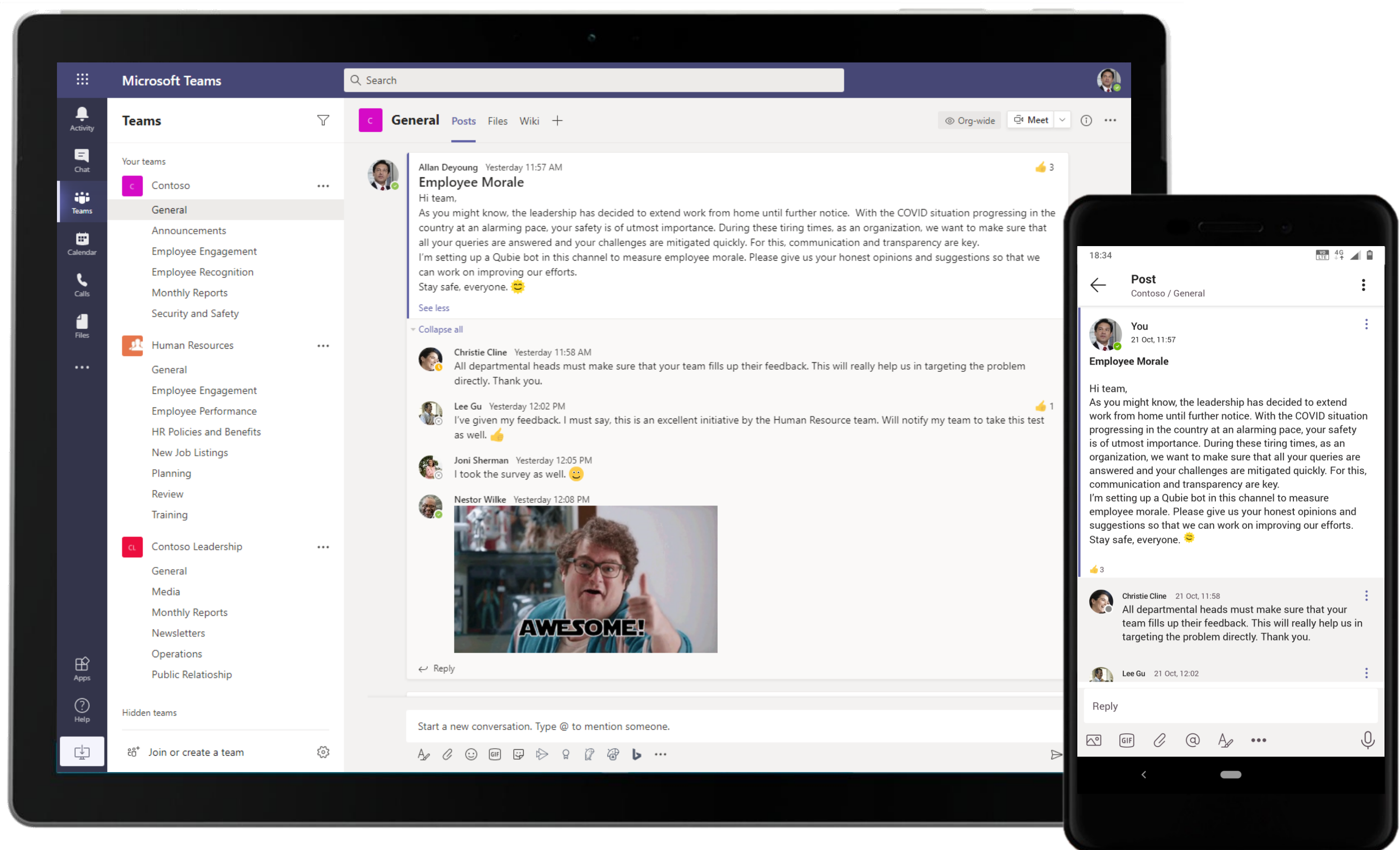
Karma



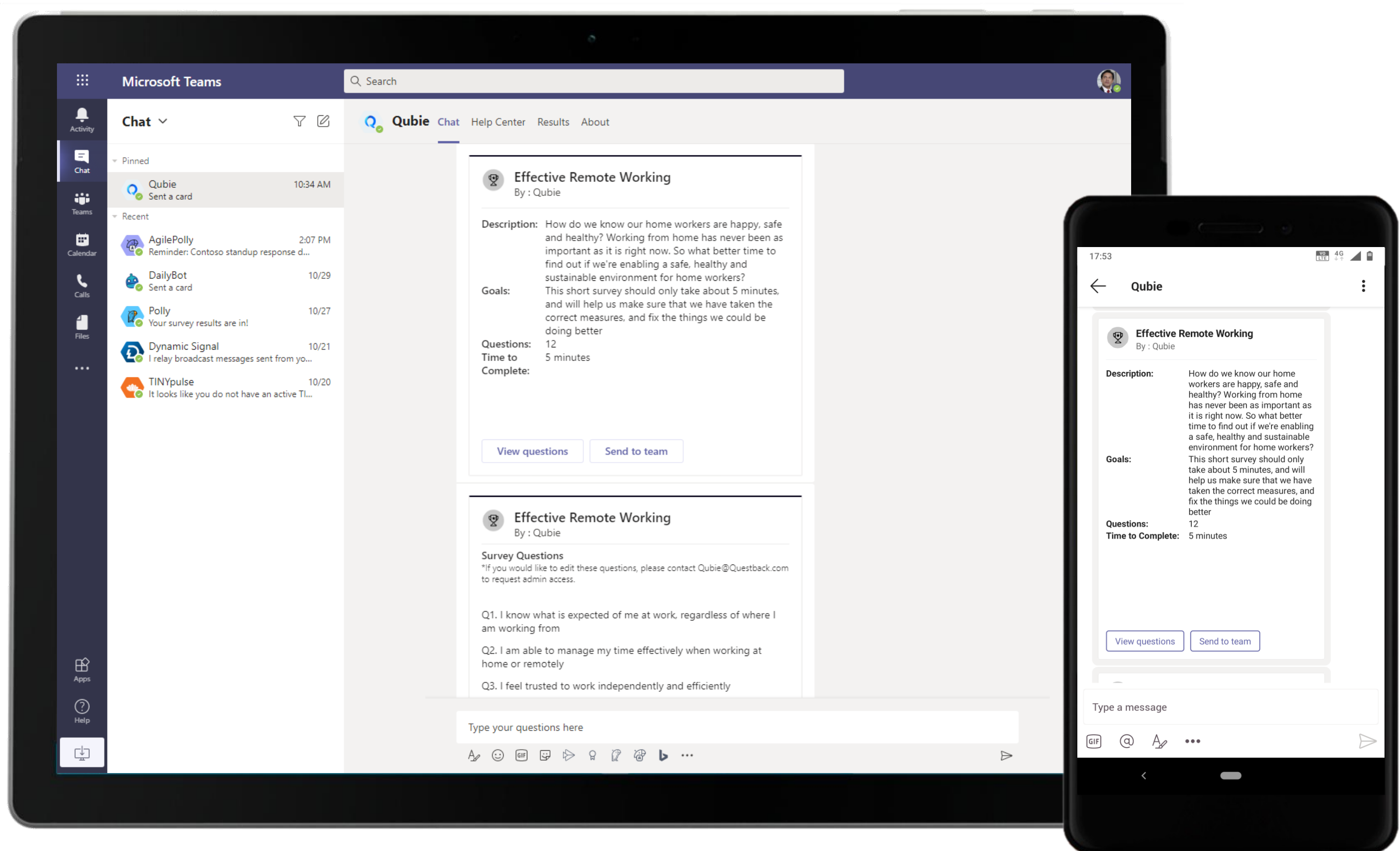
Microsoft Teams conversations are threaded so users can reply directly in-context to specific conversations, keeping relevant chats grouped together. @mention relevant team members to make sure you grab their attention in real-time.



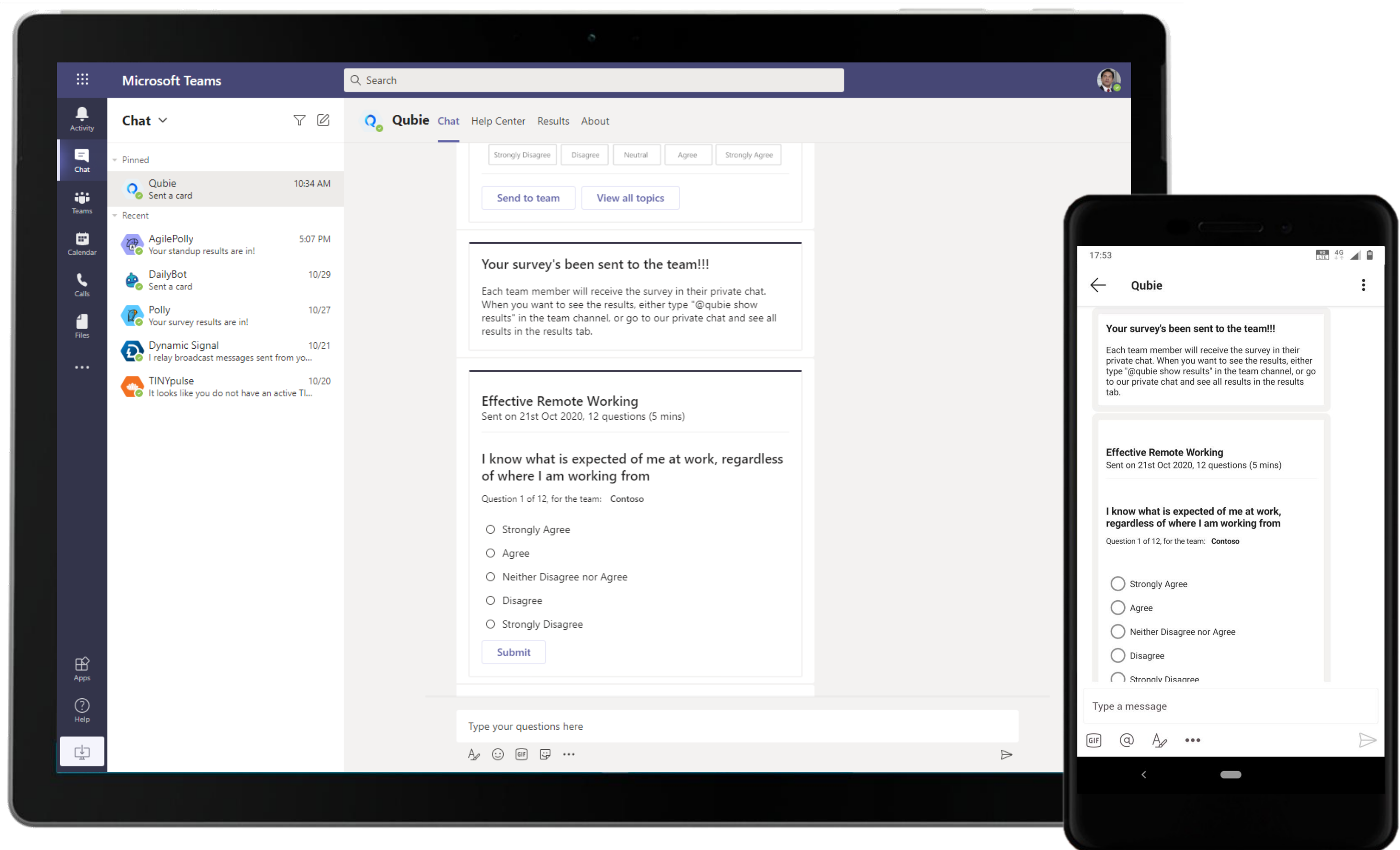
Bring together individuals & teams to focus on their priorities, collaborate & get things done with Workstreams.ai.  
Create tasks, add labels, assign teammates and manage your work in flexible Kanban boards.



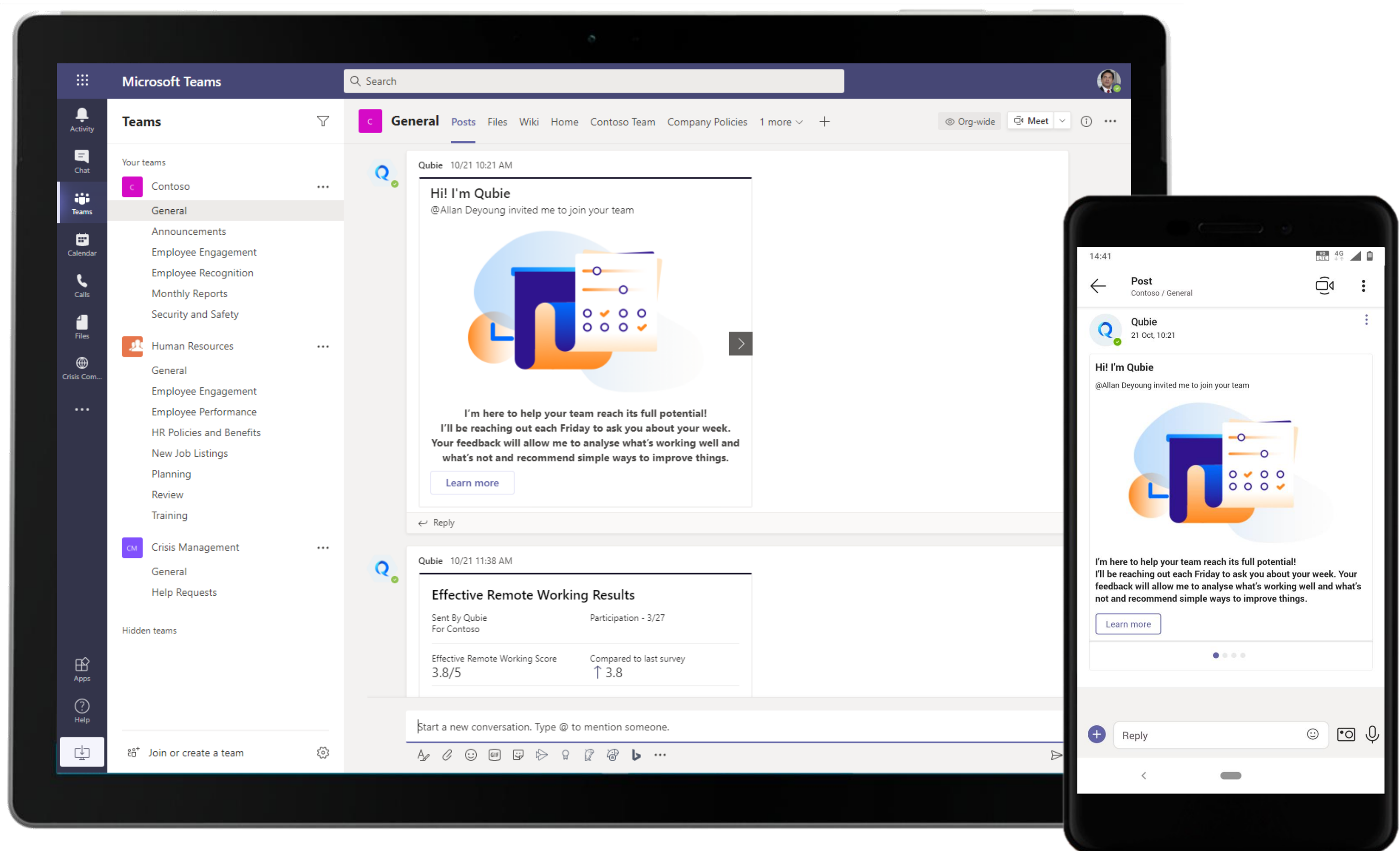
Intense in moments of work flurry, these channels also see a fair amount of levity with GIFs and emojis that makes working together fun!



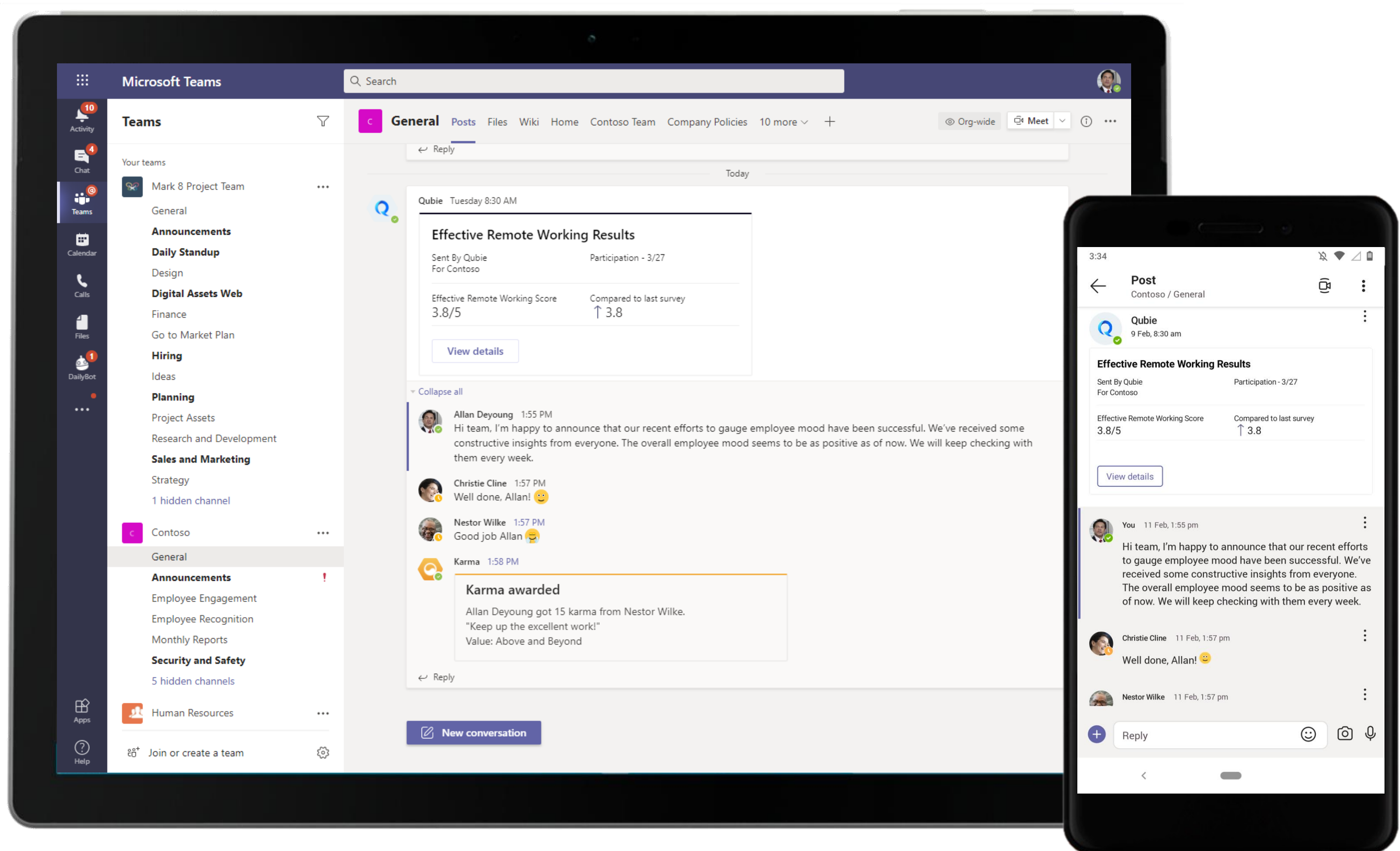
Qubie is designed to help! Managers and leaders can collect feedback from their team and analyze the results to understand where improvements can be made quickly. The Assistant HR Manager sets up Qubie bot to assess employee morale.



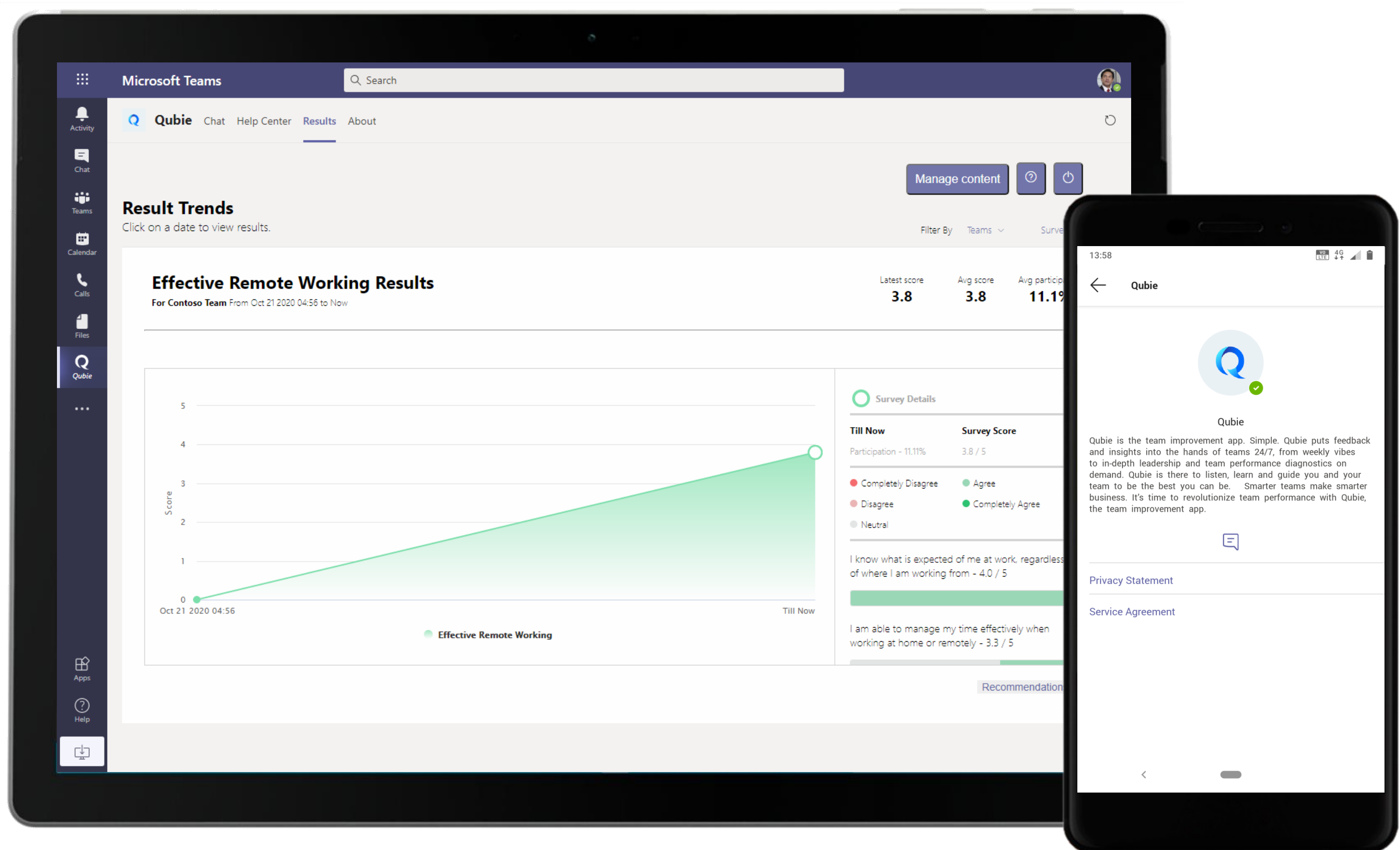
With Qubie, the HR team can share pre-built surveys seeking quick feedback related to effective working during Covid-19 situations, working remotely, clarity, structure and efficacy and the team can respond quickly and easily right inside Teams.



Qubie puts feedback and insights into the hands of teams 24/7, from weekly vibes to in-depth leadership and team performance diagnostics on demand.



Assistant HR Manager shares the results in the channel and is praised for his excellent work by his team lead. Show gratitude for peers who went above and beyond at work using Karma.



By allowing team members to share, collaborate, and action key improvement initiatives, Qubie helps leaders and teams to be in control of where you're headed, identify what roadblocks you may encounter, and provide insights and recommendations to help to overcome challenges.



# Managing a new HR Policy Roll Out

## Assistant HR Manager

### Scenario Walkthrough

The Human Resources team must revisit the HR policies to suit the changing demographics of the company. Rolling out a new HR policy requires collaborating with multiple team members, finalizing changes, and assessing success metrics, which can be complicated. Contoso needs an easy way to bring everyone together to give the necessary input to make the rollout a success.

- Creates a conversation thread and apprises everyone in the team regarding important requests from a few employees.
- Engages employees across the organization through a poll to conduct a quick survey to know the employees' interests.
- Updates the previous HR policies with changes as per the employee feedback and requests HR Head and HR Manager to review them.
- Receives recognition from the HR Head for the quick turnaround via Preciate.
- Views success metrics with bar graphs of the increased employee morale and engagement via Power BI.

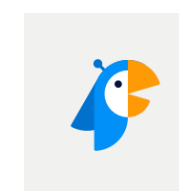
### How did Teams help the Assistant HR Manager execute his roles and responsibilities?

- Give in-the-moment recognition using badges, stickers, pictures, and signature drawings with Preciate.
- Create polls to gather anonymous feedback and suggestions easily with Polly.
- Build collaborative presentations in SharePoint using PowerPoint.
- Facilitation of data-driven decisions informed by visualizations and scoring in Power BI for Microsoft Teams.

### Which app integrations on Teams made it possible?



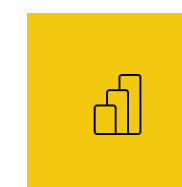
PowerPoint



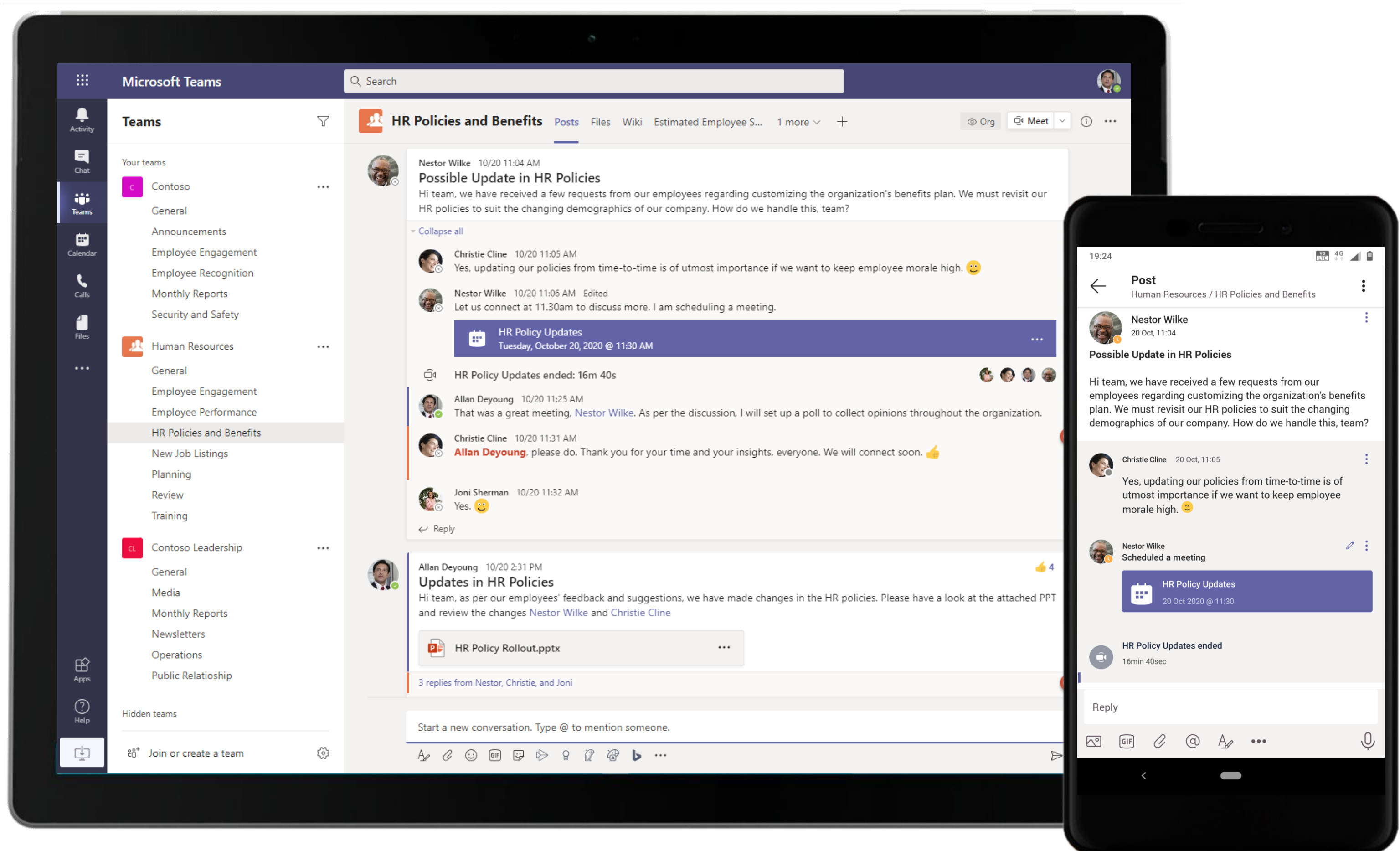
Polly



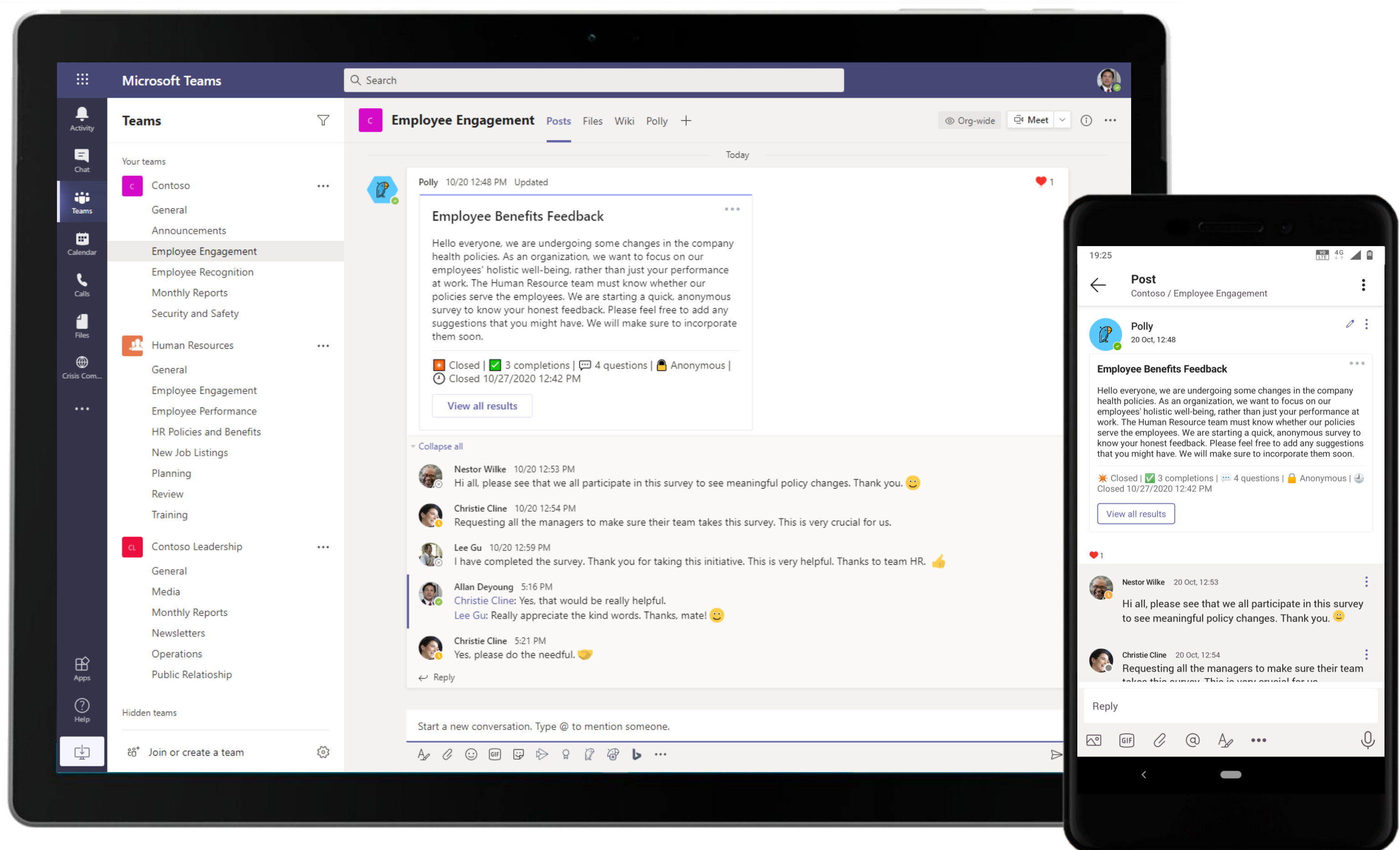
Preciate



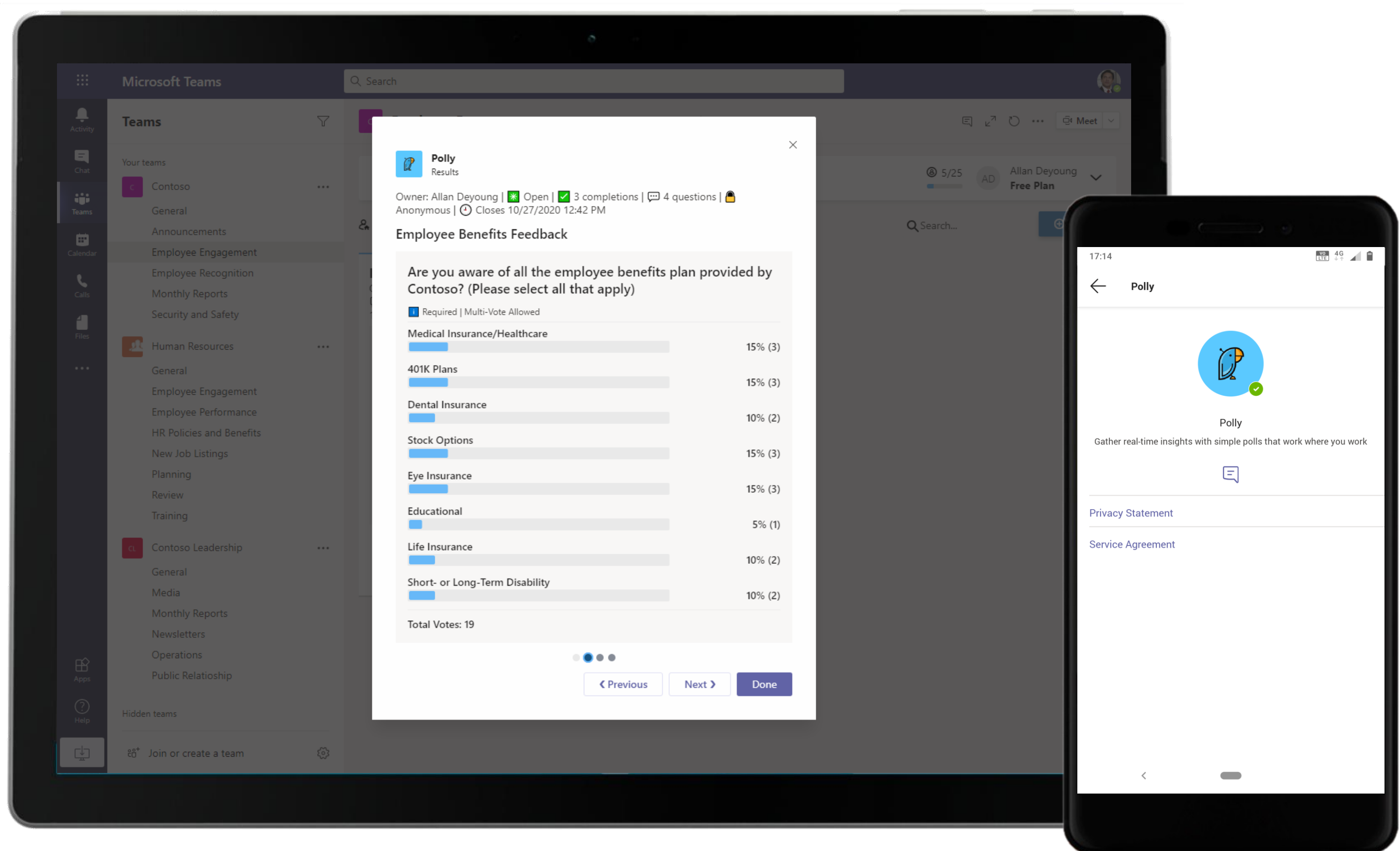
Power BI



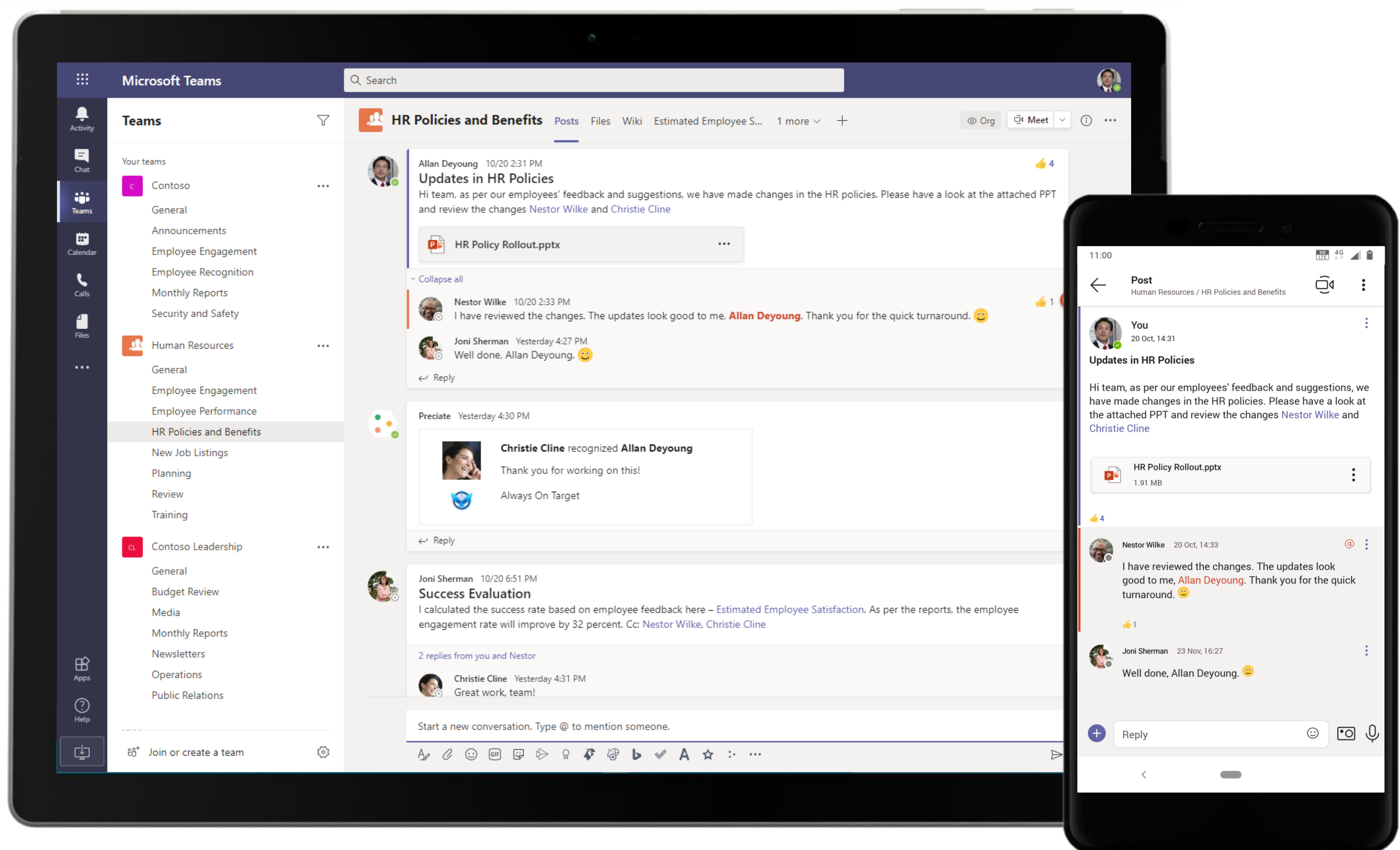
Teams and channels are where you hold meetings, have conversations and work on files together with team members. The HR lead discusses the need to update HR policy and schedules meeting with the team.



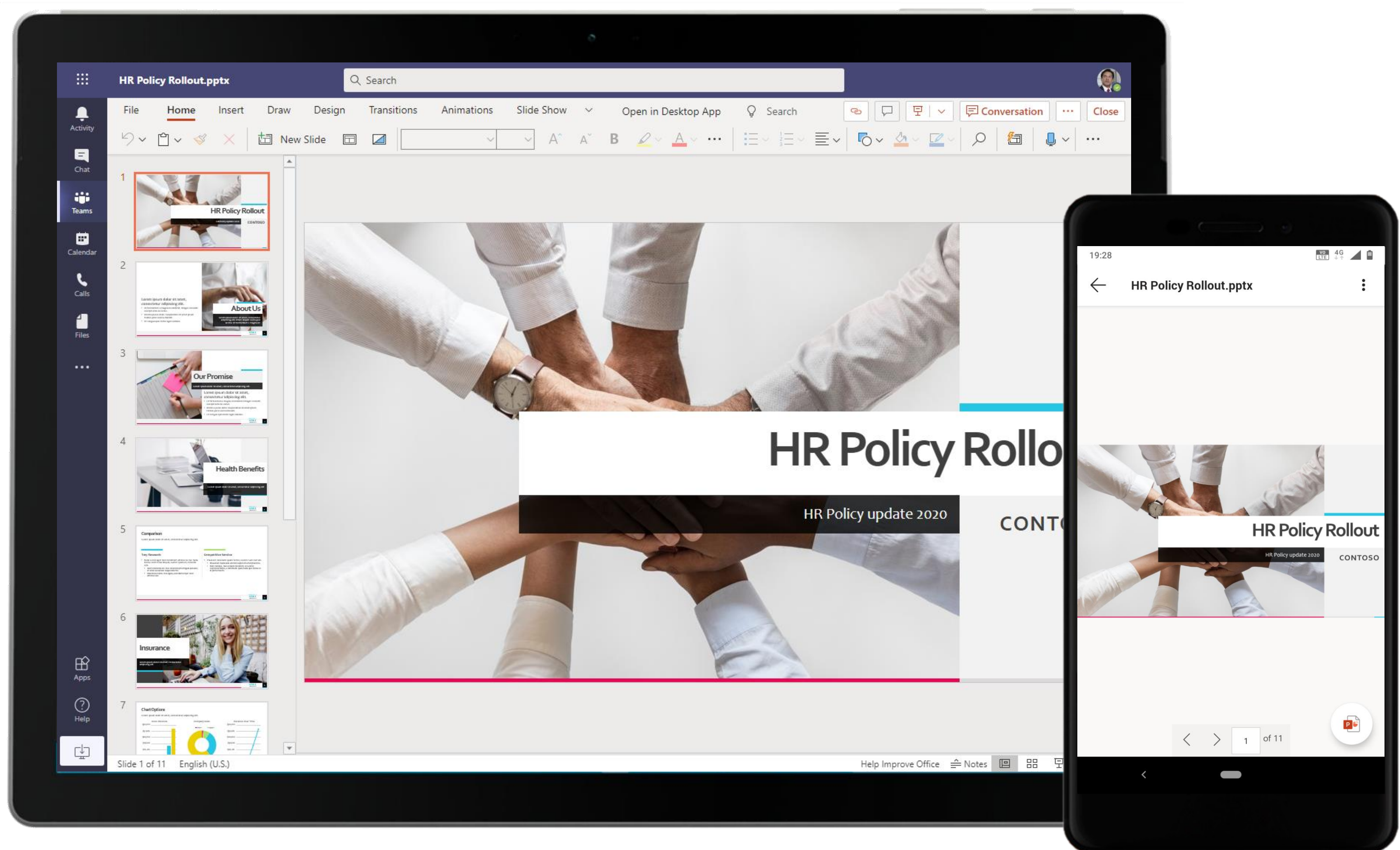
Polly is a Microsoft Teams polling solution that works where your team works best. Intuitive polls designed to help you do your best work!



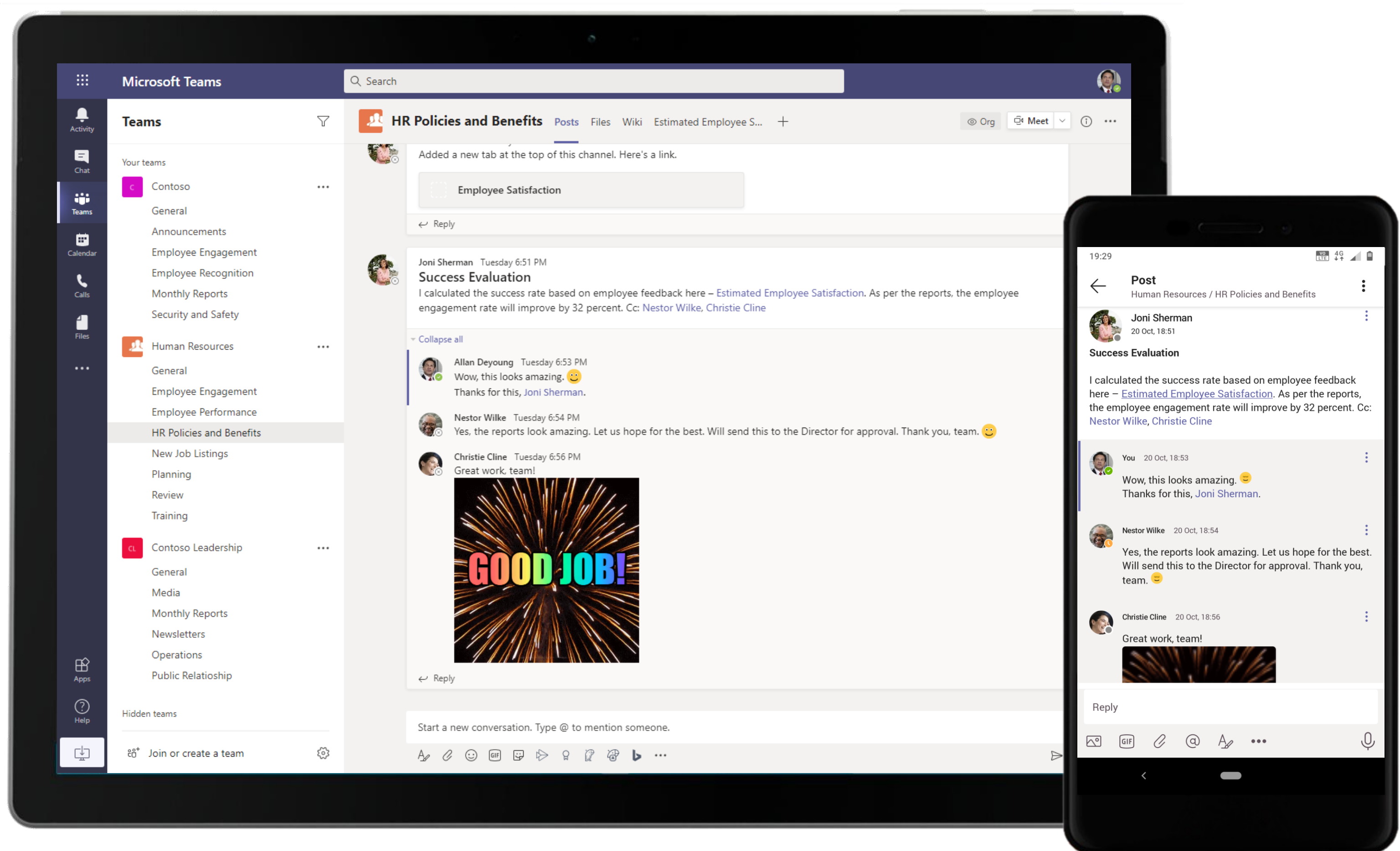
Use Polly to get meeting feedback, quiz your students, get a pulse on how your team is feeling, and so much more right inside Microsoft Teams. The HR team seeks feedback from the team over employee benefits.



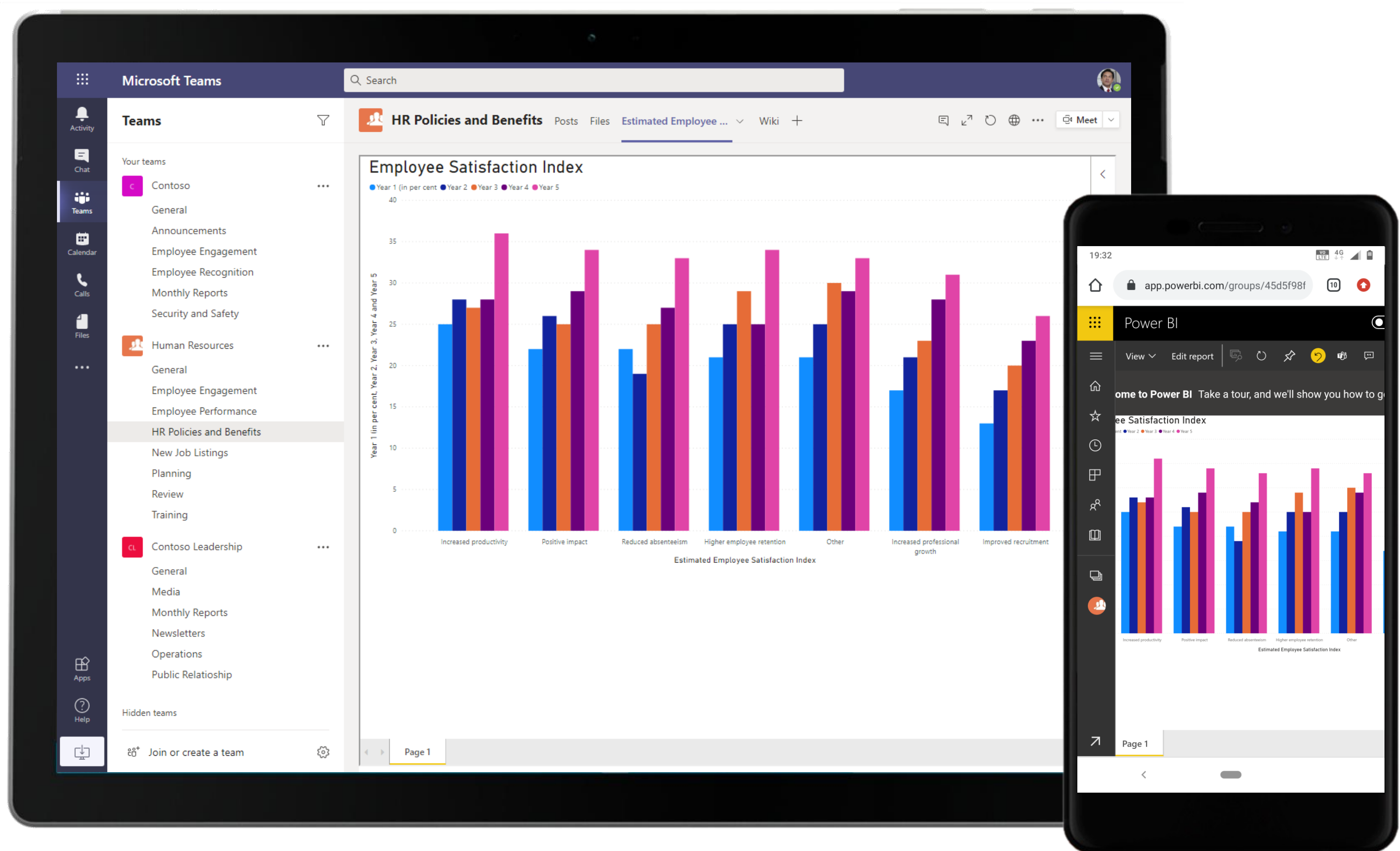
Give in-the-moment recognition using badges, stickers, pictures, and signature drawings with Preciate in Teams. The HR Lead praises the Assistant HR Manager using Preciate.



Store and share important files within a, cloud-enabled repository with Files. Policy documents such as the PowerPoint containing HR policy updates are housed here for the team's easy access.



Close out conversations in channels once your objectives have been achieved. The files shared during the discussions will stay hosted within the Files tab in the channel.



Build dynamic data visualizations, measure metrics, and track analytics through Power BI within Teams. The HR team can analyze employee satisfaction using Power BI after the new policy update is rolled out.



## Introducing New Health Benefits for Employees and On-Site Workers

HR Manager

### Scenario Walkthrough

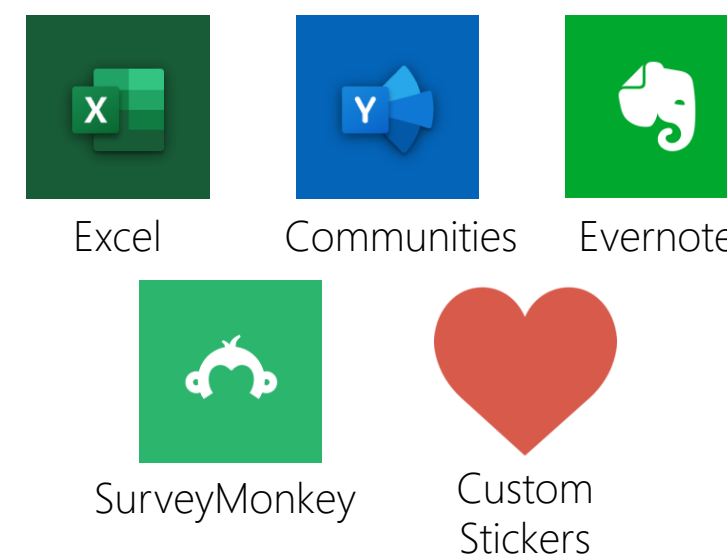
Contoso feels that its employees and on-site workers are its most significant assets. They firmly believe that people on the field should be safe and should have extended benefits of complete healthcare owing to the nature of their work and the current pandemic situation. The HR Manager works with the key people using Microsoft Teams to identify new healthcare benefits for employees and on-site workers in remote locations.

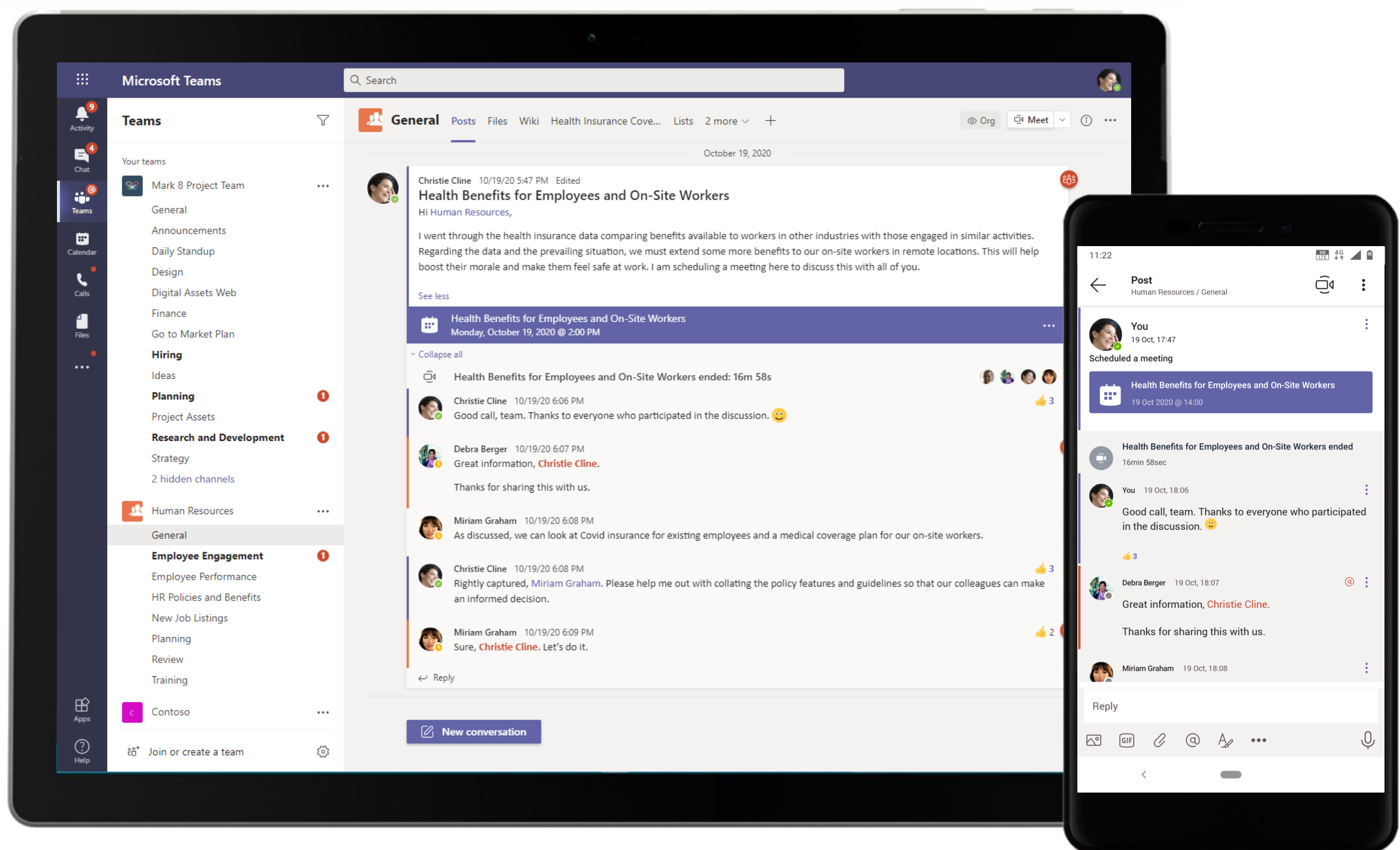
- Schedules a meeting to discuss the perks that can improve employee satisfaction and reduce risk.
- Collects responses from employees with a survey created on SurveyMonkey and pinned within the channel.
- Reviews the healthcare plans shared by the HR Analyst in an Excel sheet.
- Identifies the best perks that can be offered to the frontline workers in Evernote.
- Announces the implementation of the new healthcare plans using Communities.

### How did Teams help the HR Manager execute her roles and responsibilities?

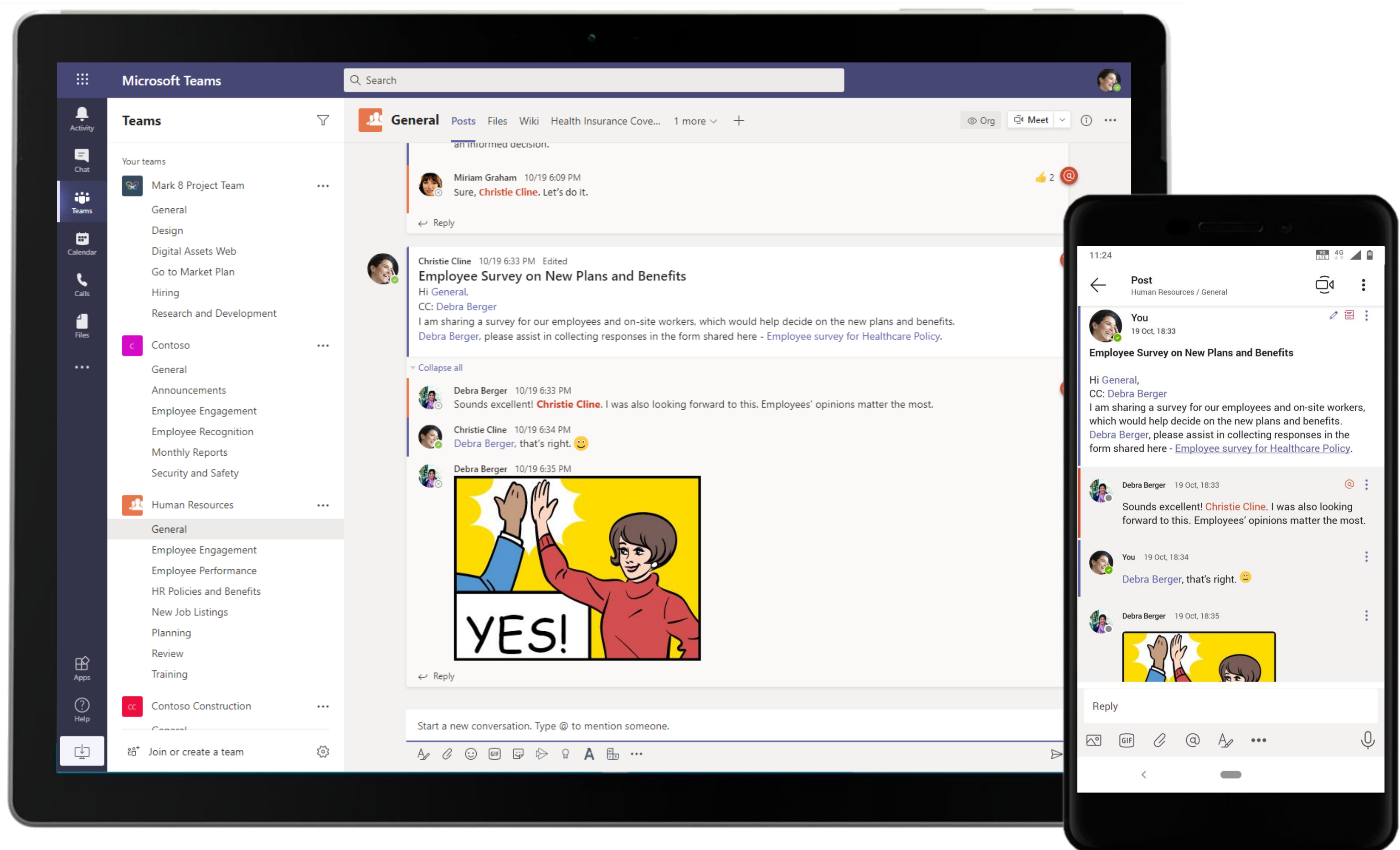
- Collect, organize and share the information, documents and ideas using Evernote.
- SurveyMonkey enables you to seamlessly get feedback from your colleagues right within Teams.
- Custom Stickers enable you to customize, save & send stickers to your colleagues.
- Drive engagement in your organization through Yammer communities.

### Which app integrations on Teams made it possible?

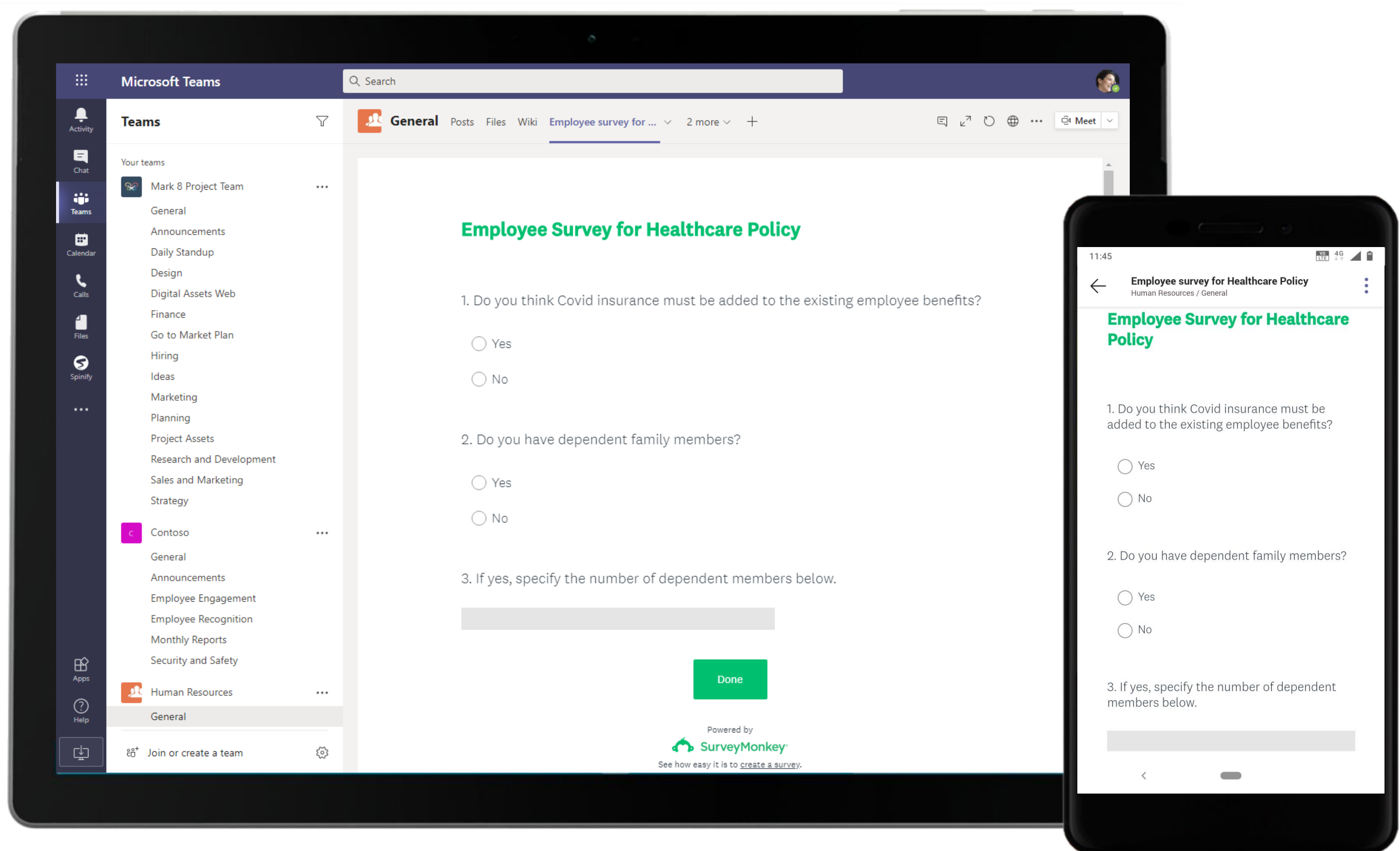




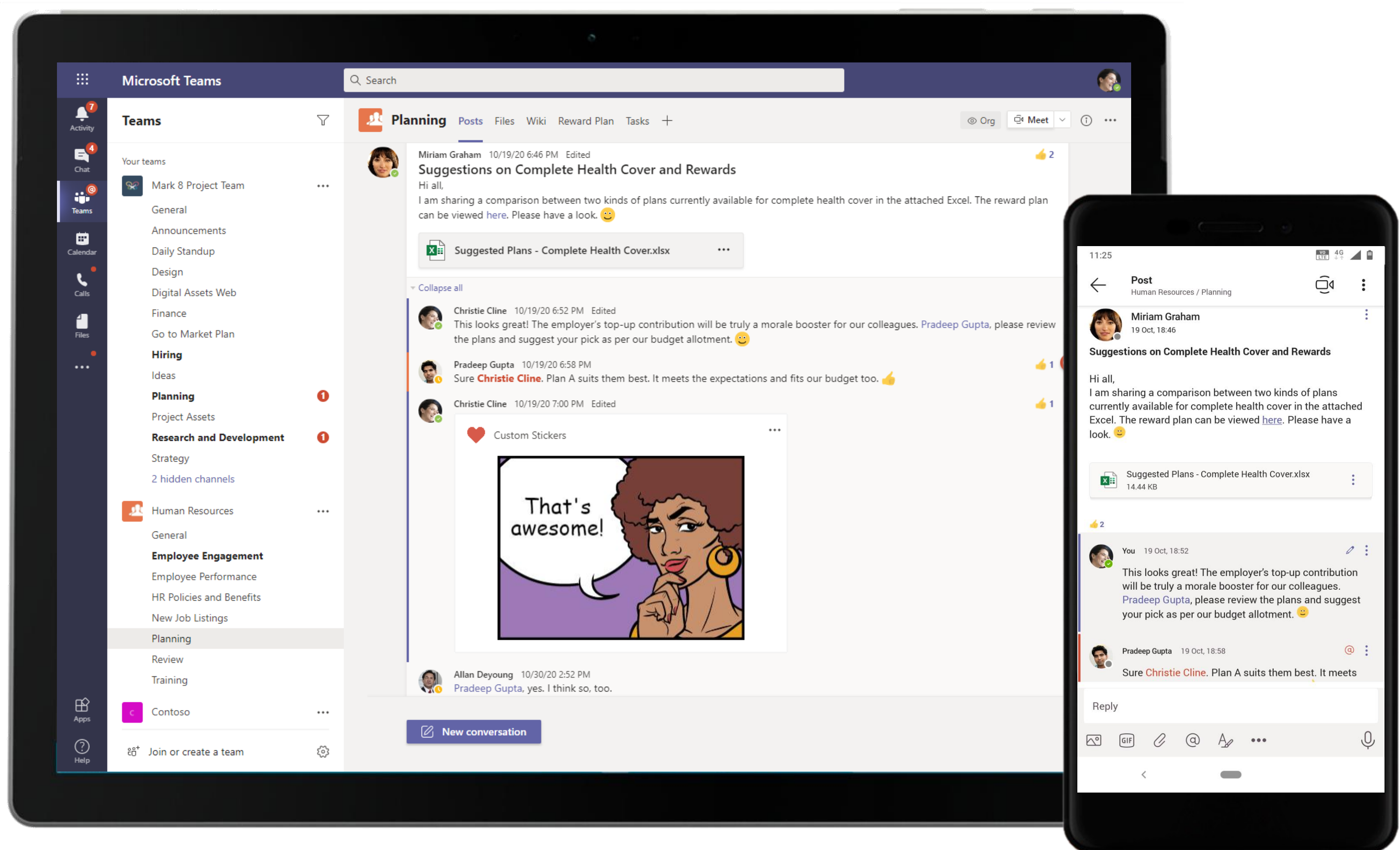
Channel conversations keep team members in sync with each other. They enable contextual, structured, data-driven discussions and decision making such as health benefits for on-site workers in this case.



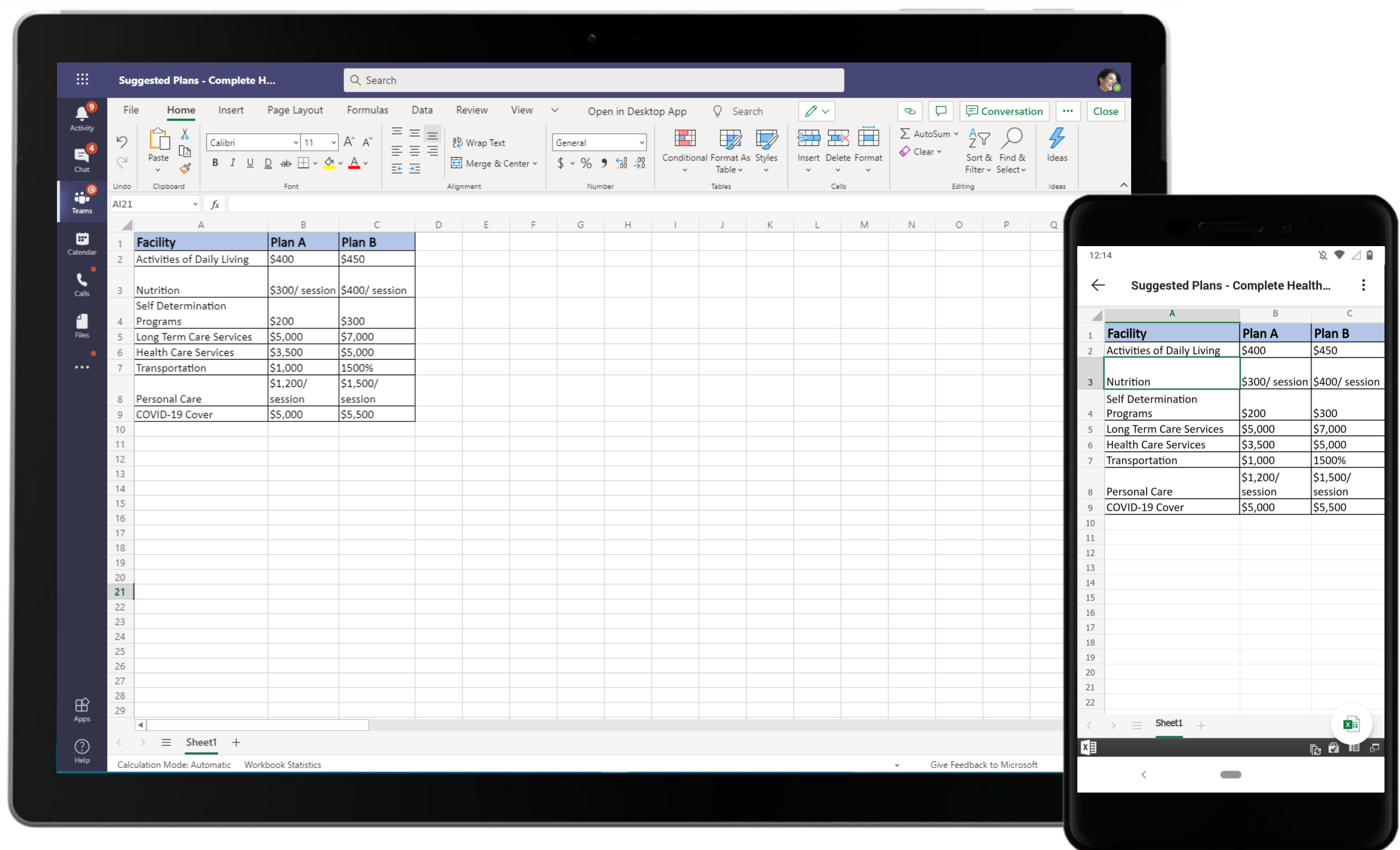
Microsoft Teams conversations are threaded so users can reply directly in-context to specific conversations. Intense in moments of work flurry, these channels also see a fair amount of levity with GIFs and emojis that makes working together fun!



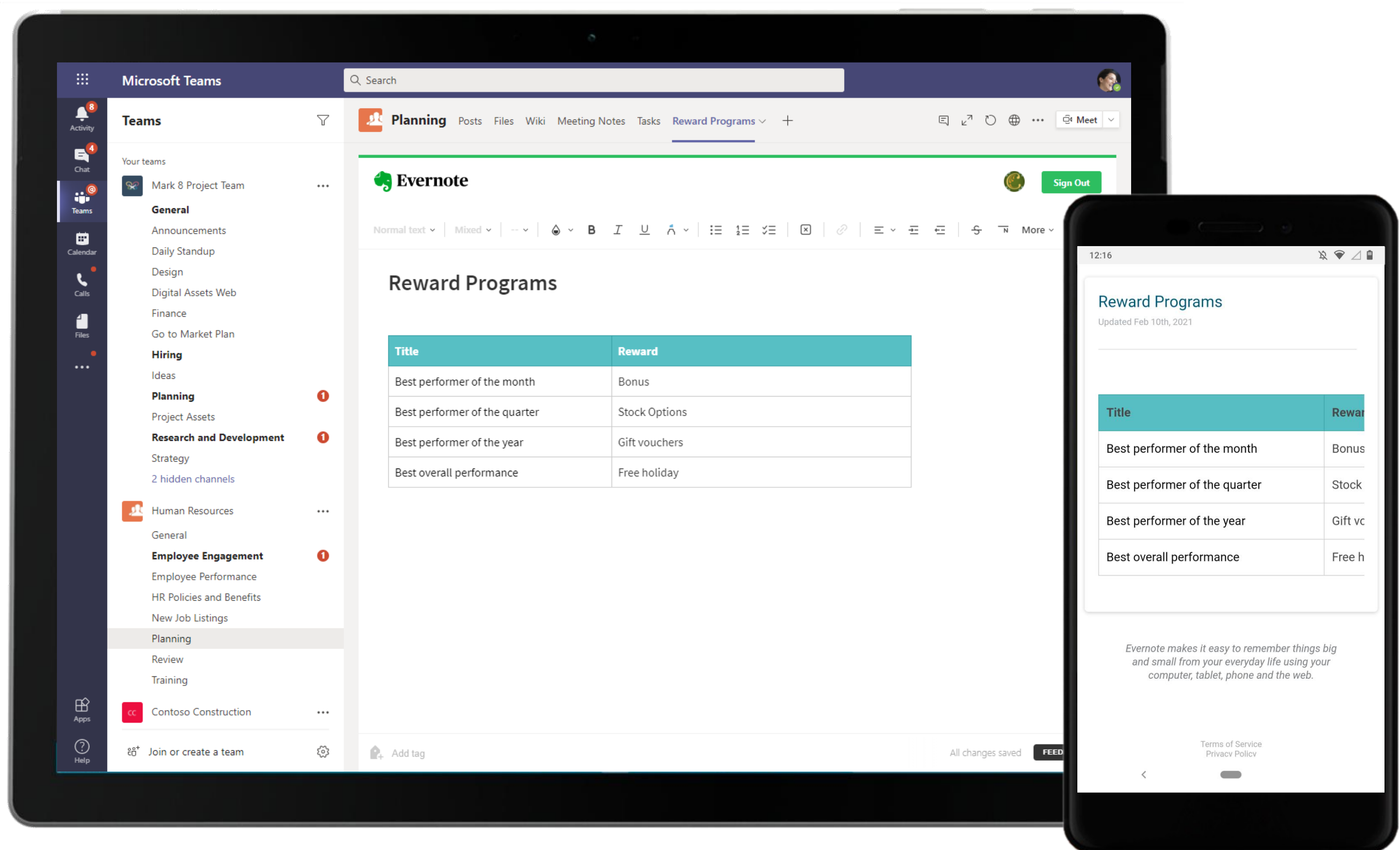
Get real-time feedback with quizzes, polls and pre-built surveys right within Microsoft Teams with SurveyMonkey. The HR team conducts employee survey using SurveyMonkey.



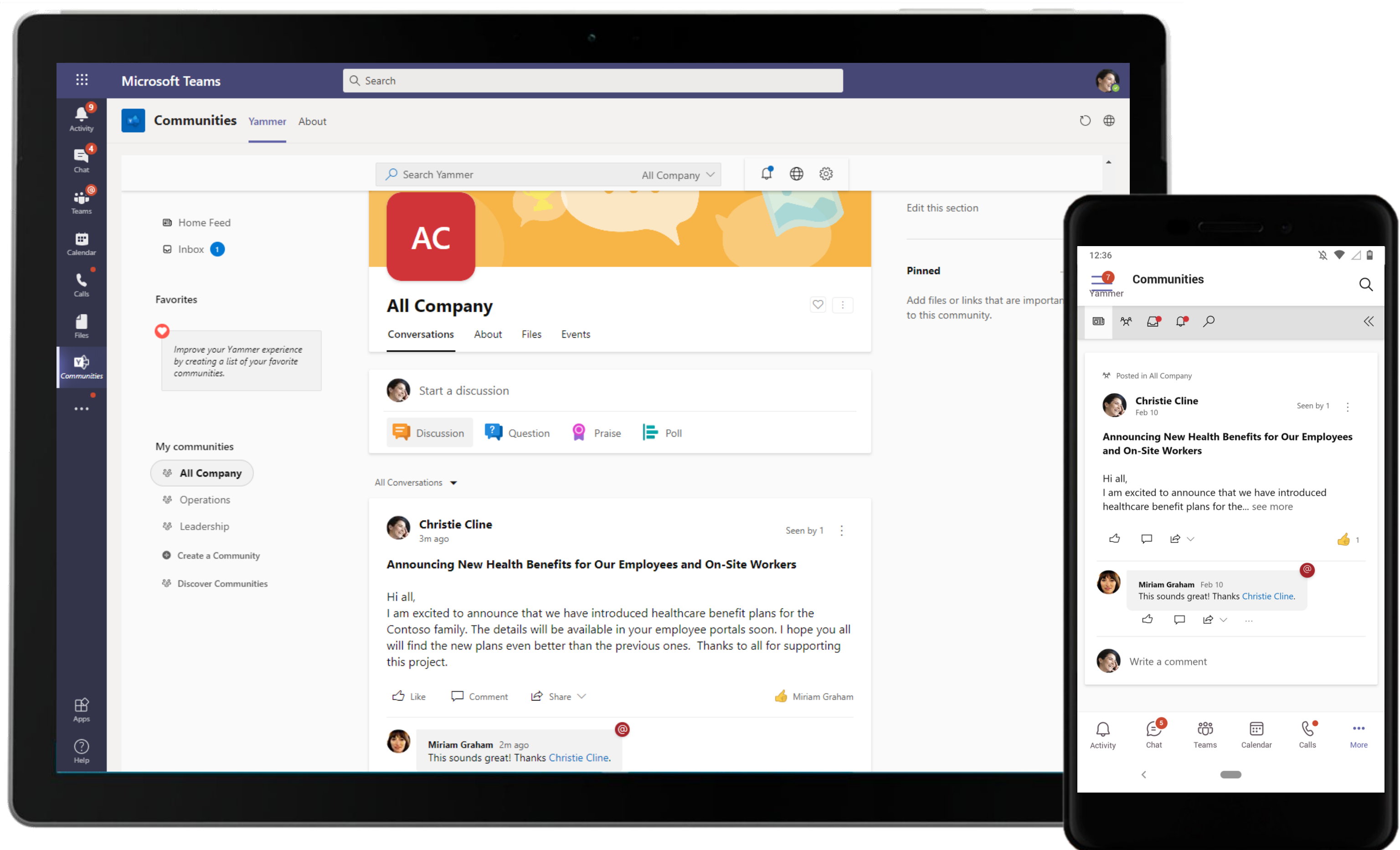
Microsoft Teams conversations are threaded so users can reply directly in-context to specific conversations, while keeping relevant discussions and files grouped together.



The team member uses Excel to build and present data to the team. Create impactful summaries of crucial data with Excel, Word and OneNote for Microsoft Teams.



Add an Evernote tab to your channel in Microsoft Teams and use it as a shared space for notes among team members. The HR team draws up reward programs for the team using Evernote.



Share knowledge, ask questions, get answers, and build relationships across teams and organizational silos using Communities. The HR Manager announces new health benefits for the employees on Communities.



# New Hire Onboarding

## Business Development Manager

### Scenario Walkthrough

Training new employees can be a time-consuming task when there are so many aspects to the work that one can typically only learn when they are on the job. The new hire (Business Development Manager) is welcomed by the Hiring and Training Manager who works towards keeping all the new employee training material available in the Teams platform for easy access and reference.

- Receives a welcome video in a channel using Prezi Video's messaging extension.
- Introduces the new recruit to the training material located in an exclusive channel for new employees.
- Encourages them to download the Teams application on their phone to access training material from anywhere.
- Shares an Asset Handover Agreement with the new hire via Zoho Sign.
- Learns about the latest company news updates using Dynamic Signal.
- Interacts with Workday to view time-off balance and more.

### How did Microsoft Teams help the Business Development Manager execute his roles and responsibilities?

- Provide a communicative platform for meetings via PC as well as mobile.
- Host a wealth of information using Microsoft Office tools like PowerPoint.
- Sign any document or send it for e-signature using Zoho Sign.
- View content that's broadcasted company-wide with Dynamic Signal.
- Quickly check your company information using Workday.

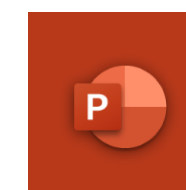
### Which app integrations on Teams made it possible?



Workday



Prezi Video



PowerPoint



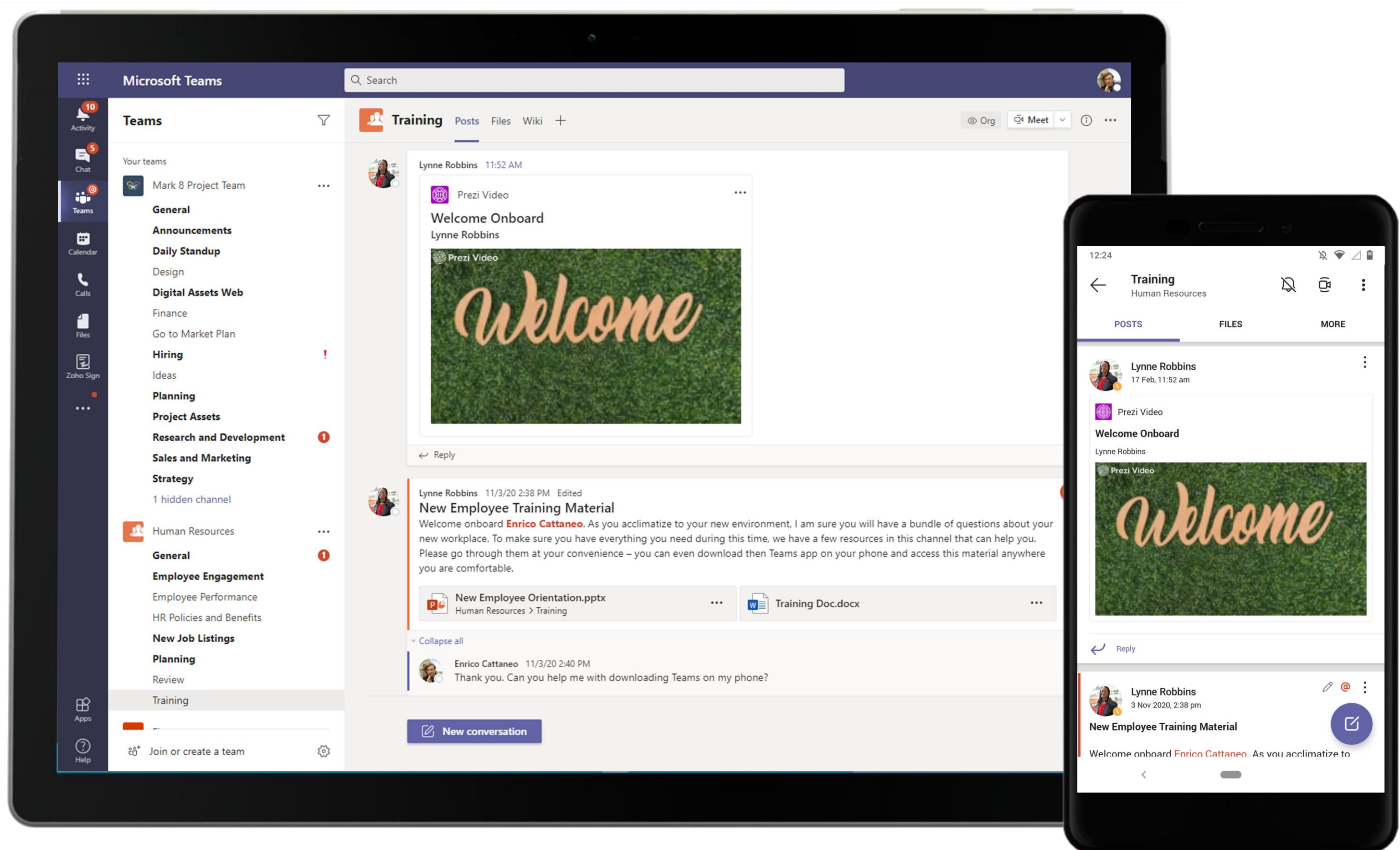
Zoho Sign



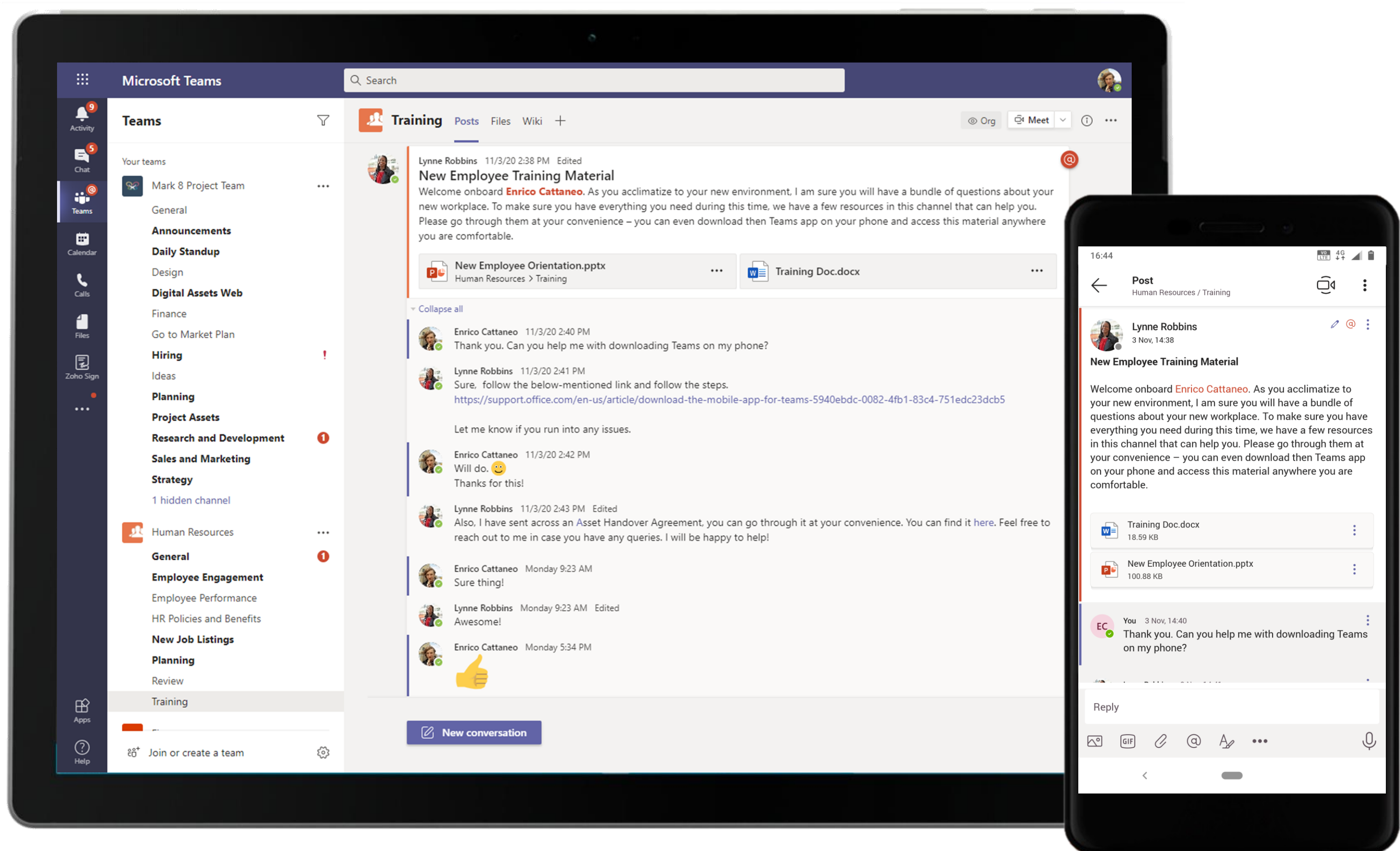
Dynamic Signal



Word

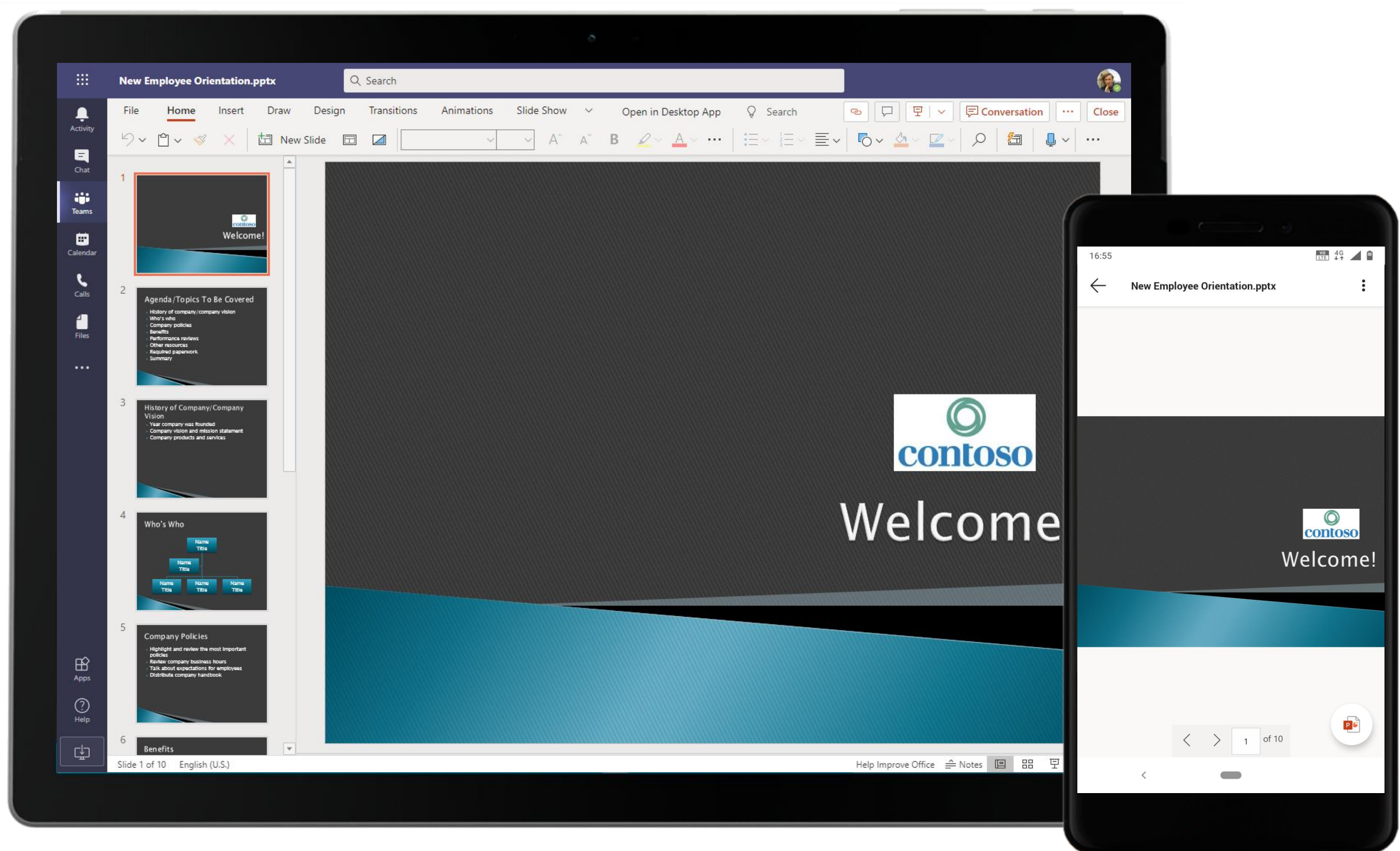


Use Prezi Video and personalize onboarding to fuel a sense of belonging from day one. Easily create and share video updates to make your messages more effective.

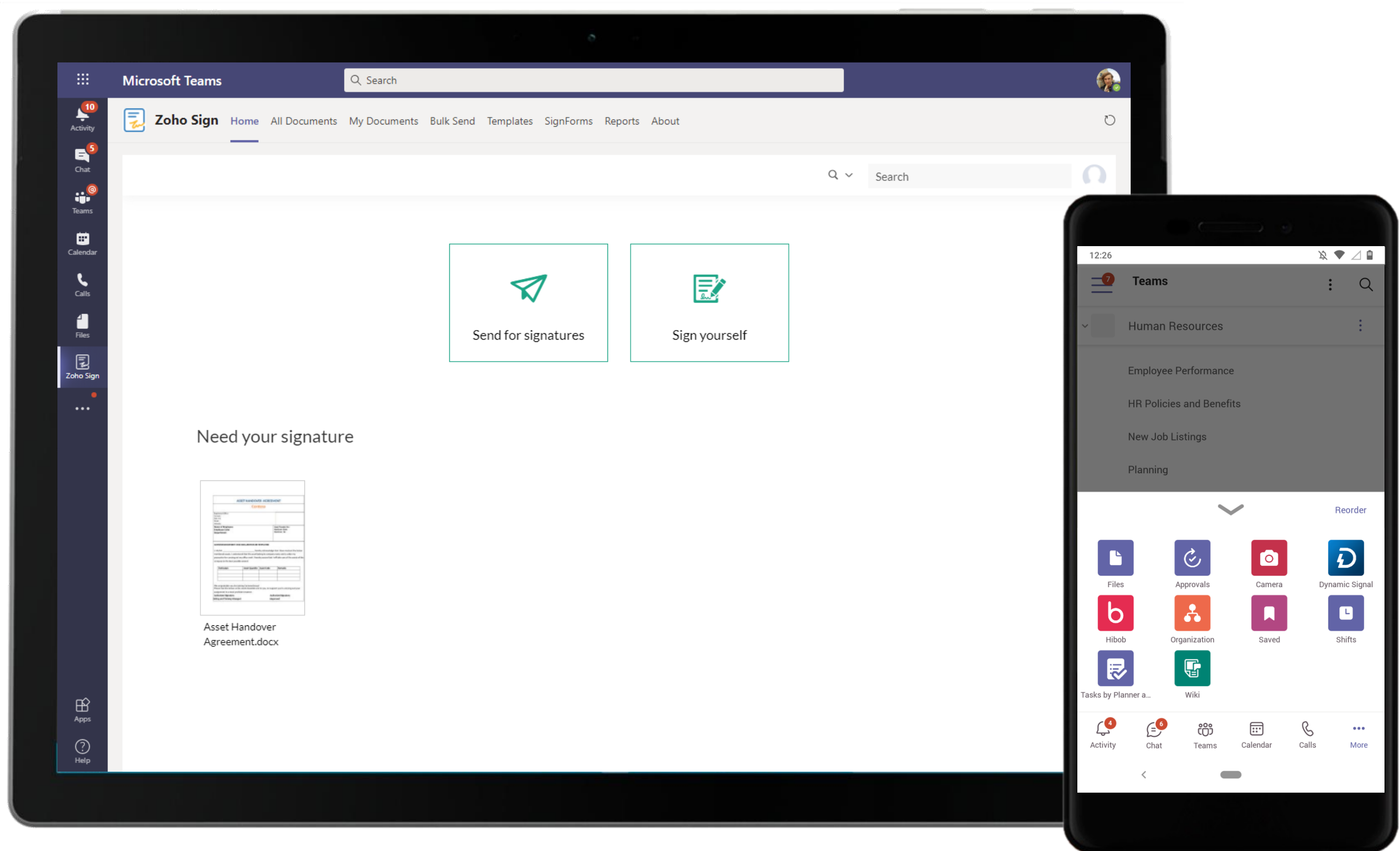


The image displays the Microsoft Teams interface on both a desktop monitor and a smartphone. The desktop view shows a channel named "Training" with a post by Lynne Robbins titled "New Employee Training Material". The post includes a welcome message for Enrico Cattaneo and two attached files: "New Employee Orientation.pptx" and "Training Doc.docx". Below the post, a conversation thread shows Enrico asking for help with downloading the Teams app, Lynne providing a link, and Enrico expressing gratitude. The mobile view shows the same post and conversation thread, highlighting the cross-device synchronization of the Teams app.

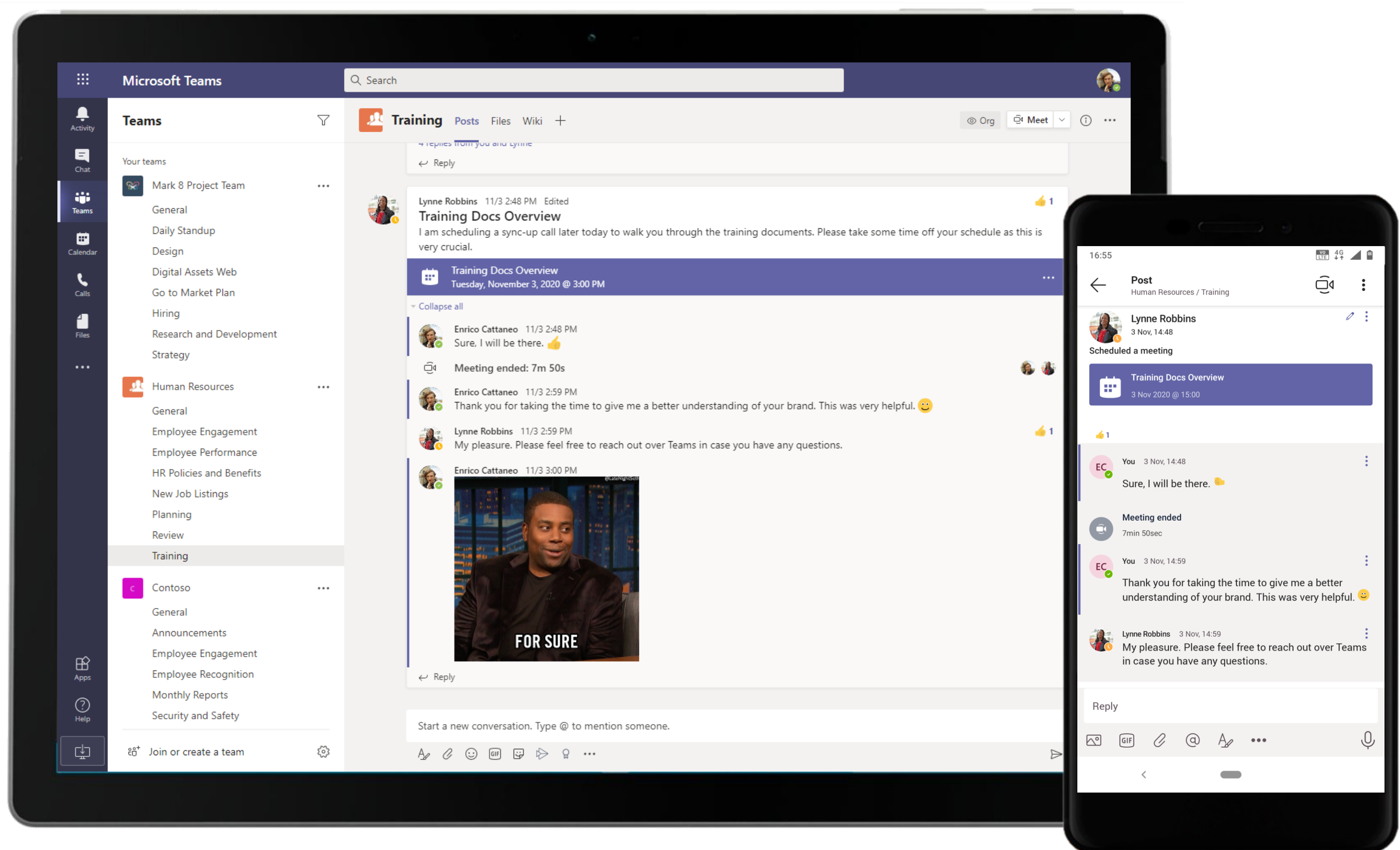
Channel conversations can contain a lot of things – conversations, files shared by team members, meeting threads, and GIFs! Use social features like reacting to team members' conversations and responses to acknowledge them.



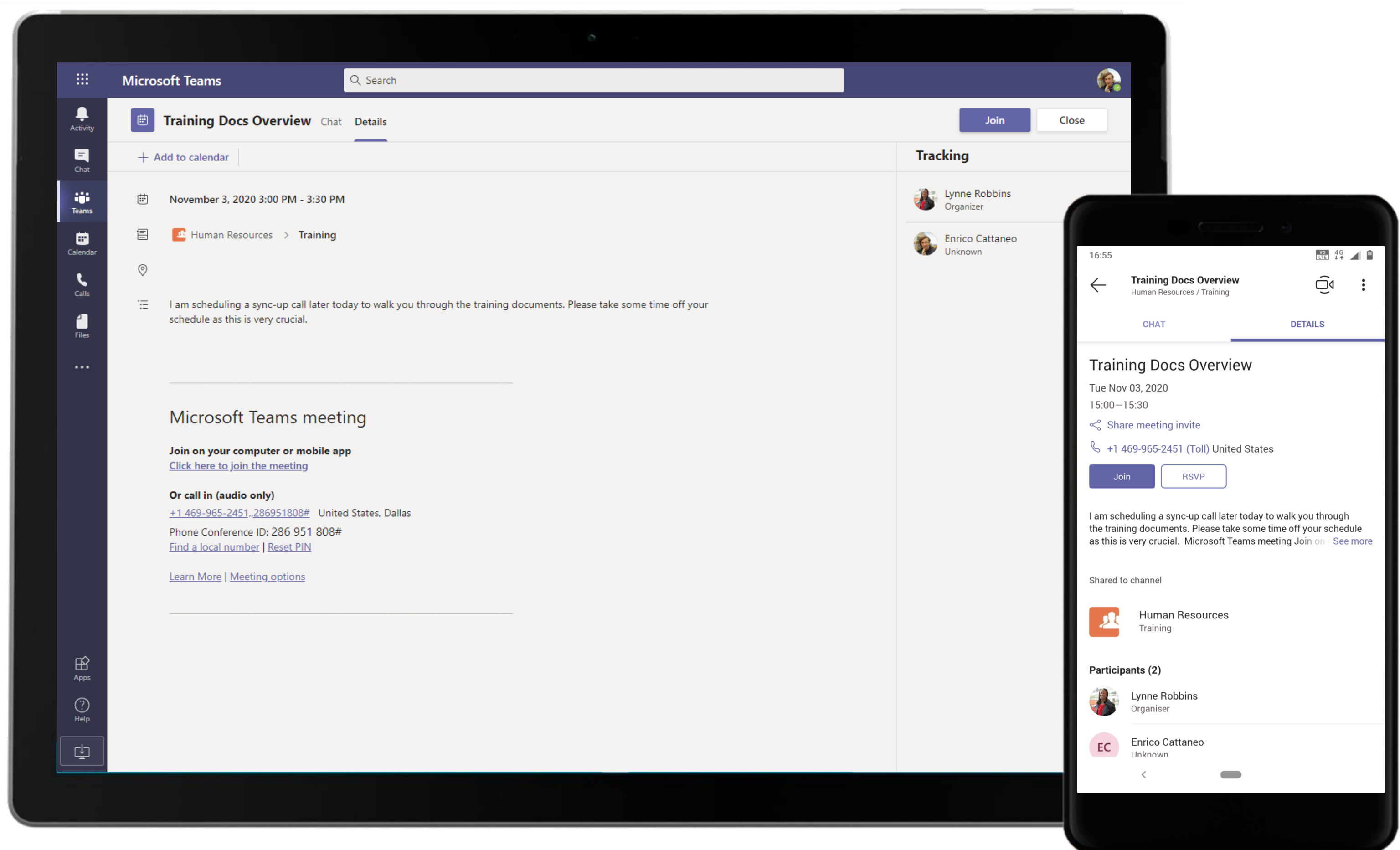
Microsoft Teams makes it easy to share files within channels. If the files are Word, Excel, or PowerPoint files, your colleagues can even view, edit and collaborate on the files right within Teams, thanks to deeply integrated Office 365 services.



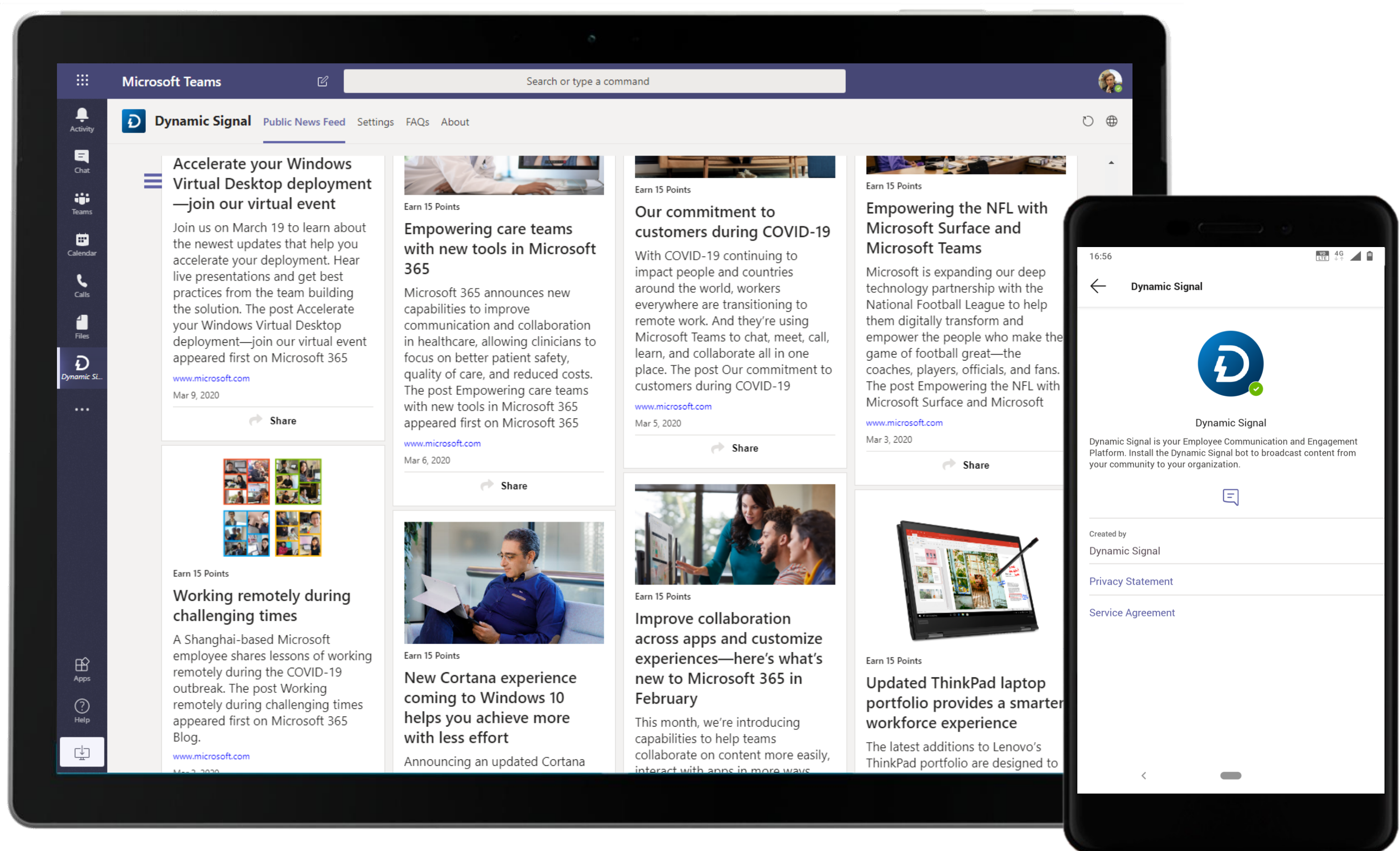
Enable the new employee to sign, send, and manage legal business documents effortlessly. With Zoho Sign within the Microsoft Team interface, sign documents instantly, and save a lot of time in your everyday work.



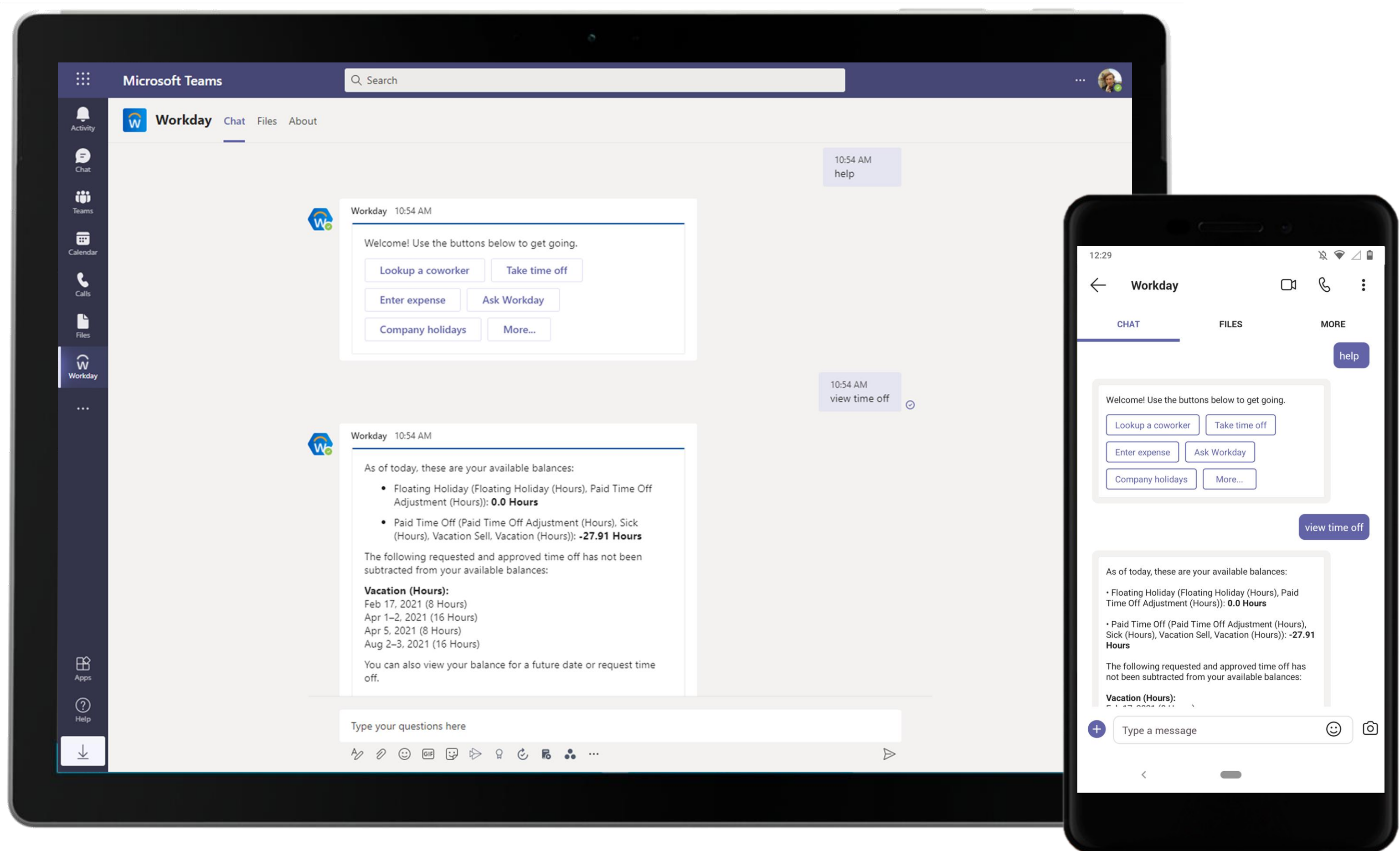
With Microsoft Teams, the Hiring & Training Manager can schedule meetings without difficulty and find the best available times for invitees through the native scheduling calendar. Meeting threads make follow-up conversations a breeze, and even fun!



Microsoft Teams is a great way to schedule meetings, especially if the participants don't all work in the same geographic area. It seamlessly integrates scheduling, invitations, updates and access to virtual meetings.



Dynamic Signal provides a news feed of content that lives inside of Microsoft Teams. The Business Development Manager uses Dynamic Signal to read the latest updates.



Add Workday to your Teams for easy and friction-free HR and Finance tasks. The New Hire interacts with Workday to view his time-off balance.



# Manage Leaves and Access Company Policies

HR Associate

## Scenario Walkthrough

The HR Associate at Contoso has prepared a presentation on the new work-from-home policy for the new hires. A few days before the presentation, she falls sick and needs to take rest to recover fully. The HR Associate seamlessly looks up her healthcare benefits, leave balance, and other payroll information to take immediate action and remotely apply for leave while effectively handing over responsibilities.

- Views her payroll information and leave balance before applying for leave using the Leave Bot.
- Receives a notification that her leave has been approved via Leave Bot.
- Reaches out to the HR Analyst to request him to present the new policy to the new hires via 1:1 chat.
- Shares the PowerPoint presentation with the HR Analyst via PowerPoint.
- Notifies the HR Analyst of the updated company policies that can be accessed via Way We Do.

## How did Microsoft Teams help the HR Associate to execute her roles and responsibilities?

- Enable 1:1 chat for quick communication and easy file sharing.
- Look up your company's health benefits and policies with Way We Do.
- Access leave balance and apply for leaves with Leave Bot.
- Create visually rich and engaging presentations that can be accessed over the cloud with PowerPoint.

## Which app integrations on Teams made it possible?



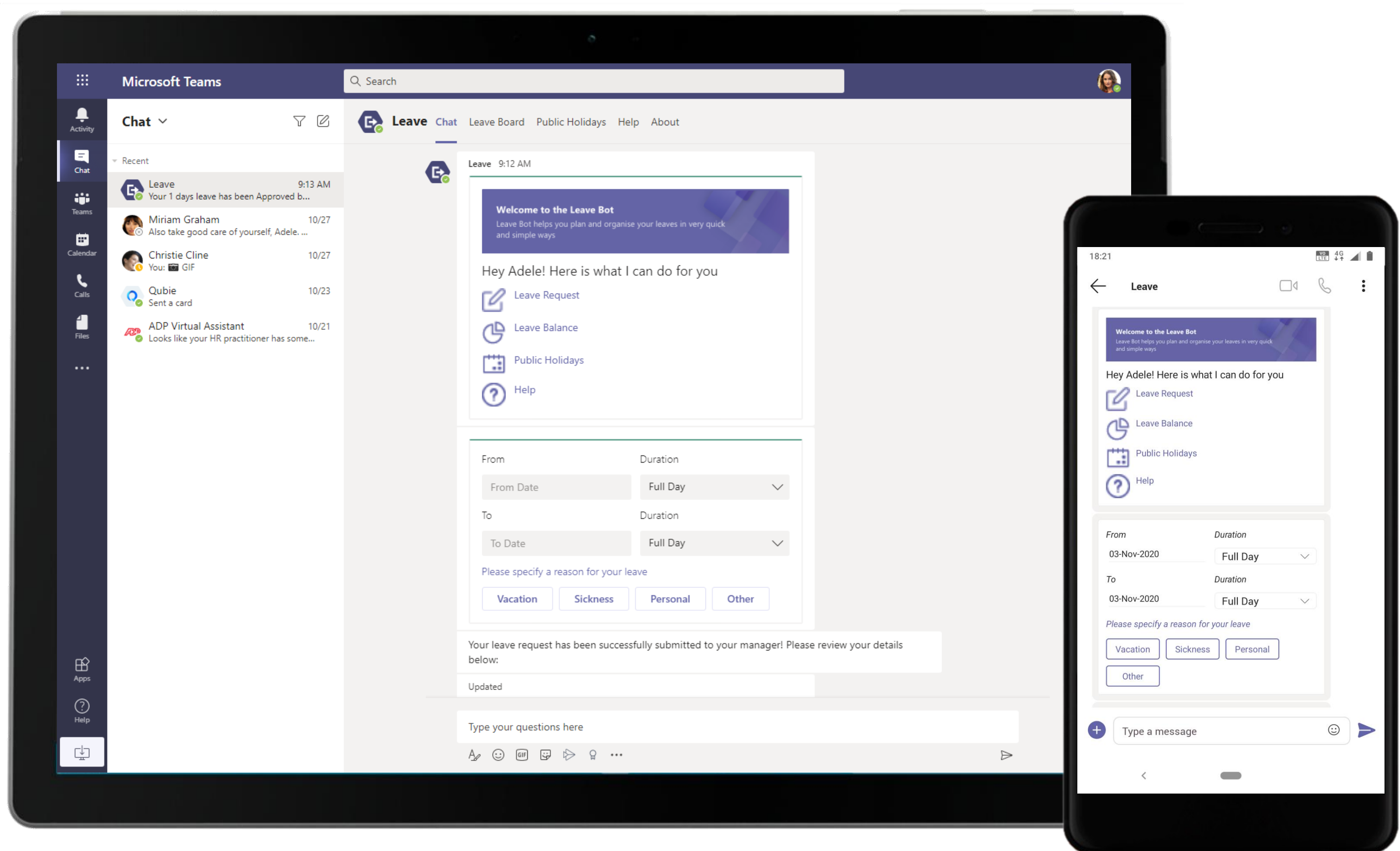
PowerPoint



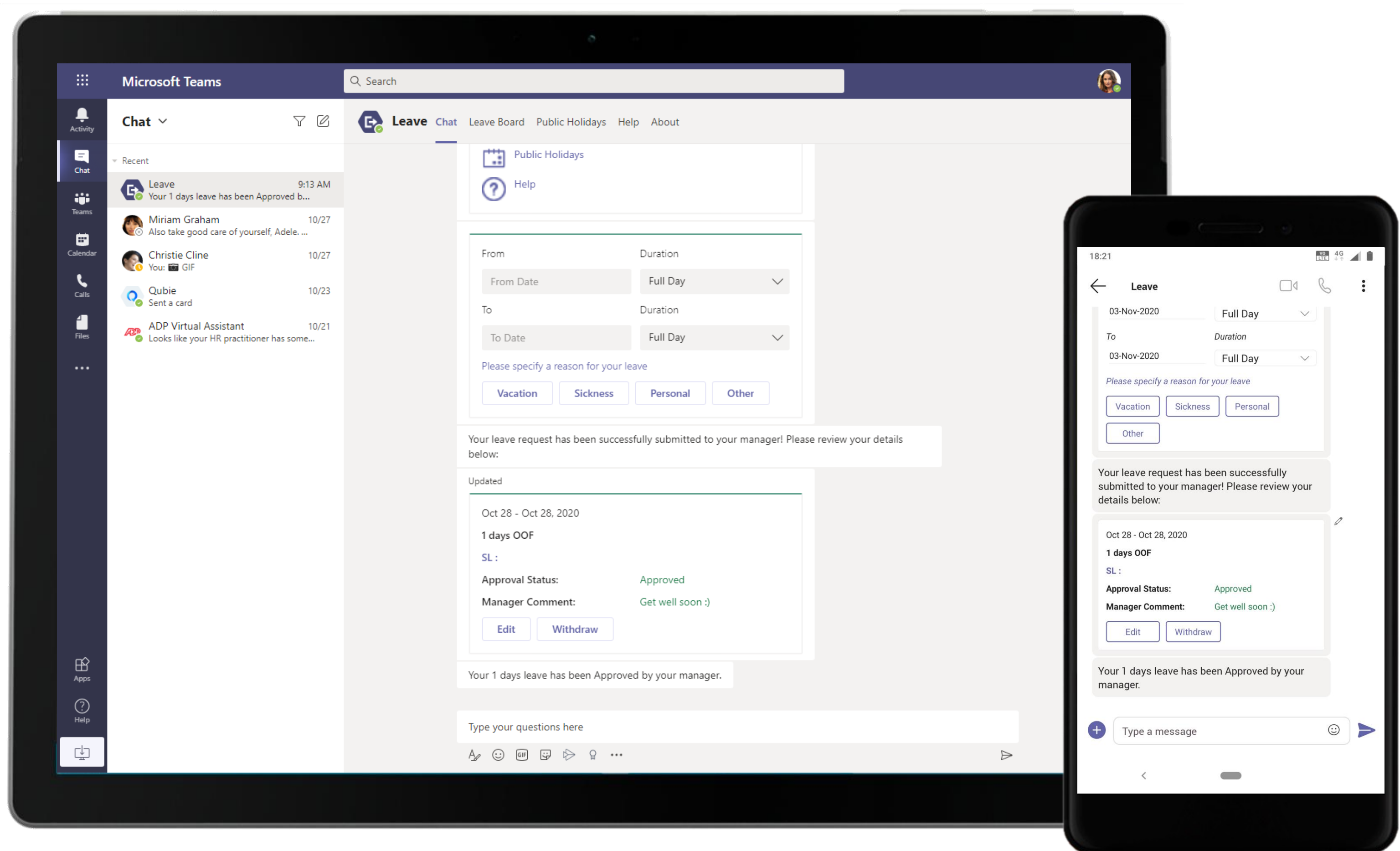
Way We Do



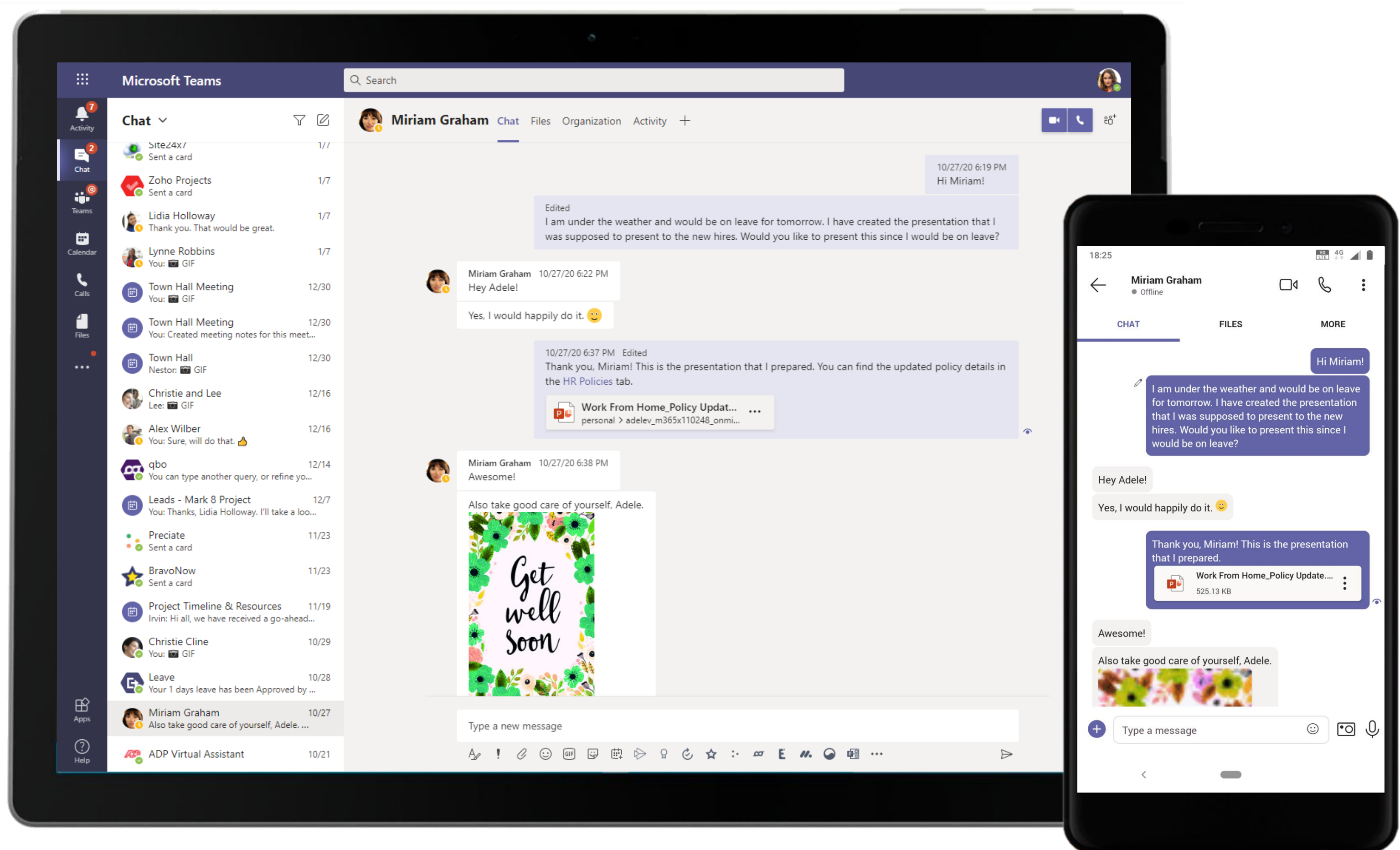
Leave Bot



Manage your leaves right inside Teams with Leave bot. Chat with the bot to know your leave balance and submit leave request. The HR Associate interacts with the bot to submit a leave request.



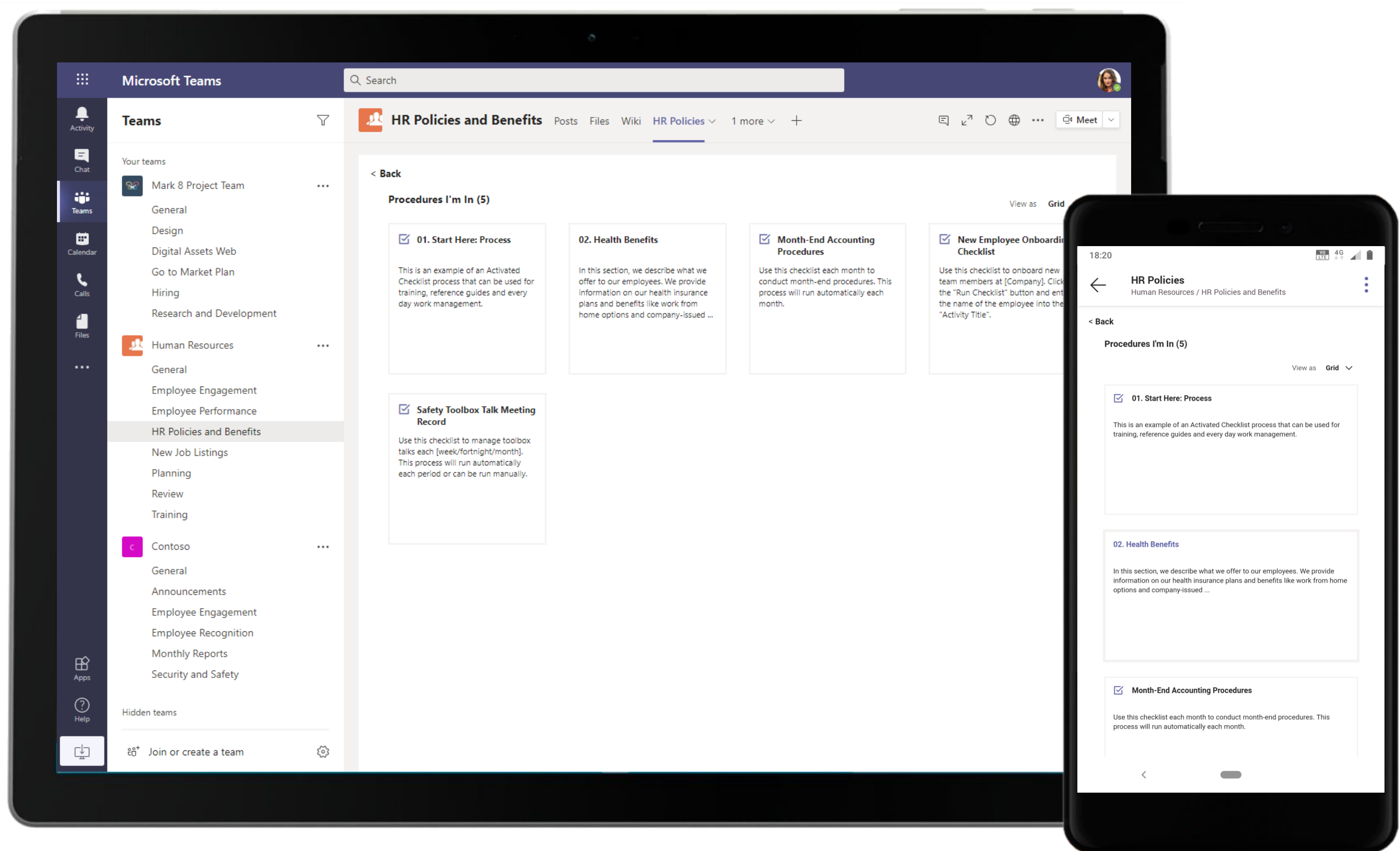
Submit leave request and view approval right inside Teams with the Leave bot. The HR Associate views her leave approval.



Use a private one-on-one chat or a group chat for conversations that don't require the entire team. The HR Associate reaches out to the HR Analyst and shares the PowerPoint presentation created by her in a 1:1 chat.



Use PowerPoint right inside Teams with Office 365 integration and create clean slide presentations, intricate pitch decks.



Find and use playbooks, policies, procedures and processes right within Microsoft Teams with Way We Do. The HR Associate looks up health policies using Way We Do.



Microsoft Teams

# Ready to hire?

[aka.ms/goTeams](https://aka.ms/goTeams) 

