

ANALYZE

Intermediate

30 MIN

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Analyze hiring practices against requirements.

Track open requisitions against hiring requirements and surface where the pipeline doesn't match what the role actually needs.

MICROSOFT 365

Word

Excel

WORKS WITH

ChatGPT

Claude

Copilot

Business Outcome

Hiring gaps caught before a req sits open for months, not after.

Workflow Steps

Step 1: Gather the requisition requirements and the pipeline data

Word and Excel

Copy the must-have and nice-to-have requirements from each open requisition's Word document into a single Excel Table, one row per requisition, with separate columns for each requirement type — don't leave them as free text you'll have to re-read later.

Export the current candidate pipeline from your ATS alongside it, matched to the same requisition IDs, so the two data sets can sit side by side in the next step.

Step 2: Ask Copilot to compare requirements against the pipeline

[Copilot](#)[ChatGPT](#)[Claude](#)

Paste both the requirements table and the pipeline export, and define exactly what counts as a "gap" in your prompt – a missing must-have skill, a seniority mismatch, or a pipeline simply too thin to fill the role on time are three different problems that need different follow-up.

Vague prompts like "find issues with these reqs" tend to produce generic observations instead of an actionable flag list.

PROMPT

Compare the requirements listed in each open requisition against its current candidate pipeline. Flag any requisition where the pipeline is missing a stated must-have requirement, or has fewer than 3 active candidates.

Step 3: Prioritize by business impact, not just gap size

[Excel](#)

Add an Urgency column to the Table and sort the flagged requisitions by it, not by how large the gap looks – a single missing must-have on a critical, time-sensitive role outranks a three-requirement mismatch on a role with a flexible start date.

Use conditional formatting (Home > Conditional Formatting > Color Scales) on the urgency column so the top priorities are visually obvious before you move to outreach.

Step 4: Share flagged reqs with recruiting leads

[Word](#)

Draft one short note per flagged requisition naming the specific missing requirement or pipeline shortfall, and route it to whoever owns that req – a shared summary document that buries five different owners' issues in one long list tends to get skimmed and ignored rather than acted on.



✓ Check the work

- Confirm the requirements pulled from each requisition document are current, not from an earlier draft.
- Spot-check a few non-flagged requisitions to make sure real gaps weren't missed.
- Verify pipeline counts reflect active candidates, not withdrawn or rejected ones.

Expected Outcome

A gap report showing which open requisitions have candidate pipelines that don't match the stated requirements.

Want help rolling this out across your team? [Go to Liminals.Tech](#) ■