

AUTOMATE **Advanced** 45 MIN · UPDATED 2026-09-30

Build a recruitment assistant agent.

Build a Copilot Studio agent that ranks candidates against a job's actual requirements to speed up the first screening pass.

MICROSOFT 365

Word

Excel

WORKS WITH

Copilot Studio

Business Outcome

Faster time-to-shortlist for recruiters without lowering candidate quality at the top of the funnel.

Workflow Steps

Step 1: Write requirements the agent can actually check

Word

Rewrite the job description as a numbered checklist of concrete, verifiable items — "5+ years SQL," "active PMP certification," "built financial models in Excel" — and cut anything like "strong communicator" or "team player" that can't be confirmed from a resume's text.

Every item on this list should be something a human reviewer could also check and agree on; if two recruiters would score it differently, the agent will too.

Step 2: Build the ranking agent

Copilot Studio

In Copilot Studio, have the agent read each candidate profile against the requirements checklist and return a score with the specific evidence from the resume backing each matched requirement.

PROMPT

Score this candidate against the requirements for the Senior Data Analyst role: 5+ years SQL experience, Power BI proficiency, and a degree in a quantitative field. For each requirement, state whether the resume shows evidence of it and quote the relevant line.

Step 3: Keep the agent to screening, never final selection

Excel

The agent's output is a ranked, evidence-backed shortlist for a recruiter to review — it should never auto-reject or auto-advance a candidate without human sign-off, given the legal exposure around biased or opaque hiring decisions.

Step 4: Audit for bias in what gets ranked highly

Excel

Export a batch of scored candidates into an Excel Table and sort by score against fields like school name, employment gaps, or anything else that correlates with protected characteristics.

If top scores cluster suspiciously around one pattern unrelated to the stated requirements, that's a signal the checklist or the agent's reading of it needs adjustment, not something to wave off as coincidence.

✓ Check the work

- Spot-check the quoted resume evidence behind a sample of scores — confirm the agent isn't inferring a qualification that isn't actually stated.
- Have a recruiter independently review a few candidates the agent ranked low, to catch requirements the checklist missed.
- Document the checklist and scoring logic used for each requisition, in case a hiring decision is later questioned.

Expected Outcome

A ranked shortlist of candidates against a specific role's requirements, with the reasoning for each ranking stated.

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