

AI-Powered Hiring Workflow

From Job Requisition to Day 1 — Fully Automated with Millie in the Loop

- AI-Automated (Millie)
- Human Approval Required

1 Job Requisition

Define the role and get approval

AI

Generate Job Description

Create comprehensive JD based on role title, department, and level. Include responsibilities, requirements, and compensation range from market data.

Draft JD Salary benchmarking Skills matrix

AI

Budget Validation

Check if requisition is within approved headcount budget. If yes, auto-approve and proceed. If no, escalate to human.

Budget check Headcount verify Auto-route

▲ HUMAN DECISION POINT

Budget Exception?

If requisition exceeds approved budget, human approval required

✓ Within Budget → Continue

✗ Over Budget → Human Review

2 Candidate Sourcing

Post jobs and find candidates

AI

Post to Job Boards

Automatically post optimized listings to Indeed, LinkedIn, ZipRecruiter, and industry-specific boards based on role type.

Multi-post SEO optimize Track sources

AI

Proactive Sourcing

Search LinkedIn, GitHub, and talent databases for passive candidates matching the role requirements. Build outreach list.

Boolean search Profile matching Build pipeline

AI



Candidate Outreach

Send personalized outreach messages to passive candidates. Track opens, responses, and engagement. Auto-follow-up.

Personalize Sequence Track responses

3 Screening & Assessment

Filter and evaluate candidates

AI

Resume Screening

Parse and score all incoming resumes against job requirements. Auto-reject unqualified. Rank qualified candidates by fit score.

Parse resume Score fit Auto-reject

AI

Initial Phone Screen

Conduct automated phone/video screen with pre-set questions. Transcribe, analyze responses, and score candidate. Schedule next step if passed.

Auto-schedule Conduct screen Score responses

AI

Skills Assessment

Send role-appropriate assessment (technical test, case study, writing sample). Auto-grade and add to candidate scorecard.

Send assessment Auto-grade Update scorecard

AI

Interview Scheduling

Coordinate calendars between candidate and interviewers. Send prep materials, reminders, and follow-ups automatically.

Calendar sync Send invites Prep packet

AI

4 Interviews & Evaluation

Human interviews with AI support

AI

Interview Prep Packet

Generate interviewer briefs with candidate summary, resume highlights, assessment results, suggested questions, and scoring rubric.

NOTES/PHI

Interview Transcription

Record and transcribe interviews (with consent). Extract key answers, flag concerns, and summarize for decision-makers.

[Transcribe](#) [Summarize](#) [Flag concerns](#)

AI

Candidate Comparison

Aggregate all scores, feedback, and assessments into a comparison matrix. Rank candidates with recommendation and rationale.

[Aggregate scores](#) [Compare matrix](#) [Rank + recommend](#)

AI

Reference Checks

Contact references via email/phone with structured questions. Compile feedback and add to candidate profile.

[Contact refs](#) [Structured Qs](#) [Compile report](#)

▲ HUMAN DECISION POINT

Final Candidate Selection

Human reviews AI recommendation and comparison matrix, makes final hiring decision

[✓ Approve Candidate](#)[✗ Continue Search](#)

5

Offer & Negotiation

Extend and close the offer

AI

Generate Offer Letter

Create offer letter with compensation, benefits, start date, and terms based on approved parameters and candidate expectations.

Draft offer Comp package Benefits summary

HUMAN



Approve Offer Letter

Final human review and approval of offer terms before sending to candidate.

Review terms Approve/Edit Sign off

AI

Send & Track Offer

Send offer via email with e-signature. Track opens, views, and signature status. Send reminders if needed.

Send offer Track status Follow up

AI

Negotiation Support

If candidate counters, analyze request against budget/bands, draft response options, and present recommendations.

Analyze counter Draft responses Recommend

6 Pre-Boarding

Prepare everything before Day 1

AI

Background Check

Initiate background check via integrated provider. Monitor status and flag any issues for review.

Initiate check Monitor status Flag issues

AI

Paperwork & Compliance

Send all new hire forms (I-9, W-4, direct deposit, handbook acknowledgment) via e-signature. Track completion.

Send forms Track completion Compliance check

AI

IT & Equipment Setup

Submit IT ticket for laptop, accounts, access badges, and software. Track provisioning and confirm ready for Day 1.

Submit ticket Track setup Confirm ready

AI

Workspace Prep

Coordinate desk assignment, parking, building access, and any physical workspace needs. Confirm with facilities.

Assign desk Building access Facilities coord

AI

System Access & Permissions

Provision access to all role-appropriate systems based on department matrix. Set permissions, create accounts, and document all credentials.

Provision accounts Set permissions Document access

AI

Payroll System Setup

Add employee to payroll system with compensation, tax info, direct deposit, and benefits elections. Configure automated check-in reminders for Day 3 and Day 7.

[Add to payroll](#) [Benefits setup](#) [Schedule check-ins](#)

7 Day 1 Execution

Welcome and onboard

AI

Pre-Arrival Communication

Send Day 1 details: arrival time, parking, dress code, first-day schedule, who to ask for. Excitement builder email.

[Day 1 details](#) [Schedule](#) [Welcome email](#)

AI

Day 1 Schedule

Generate and send calendar invites for orientation, manager 1:1, team lunch, HR meeting, and IT setup time.

[Orientation](#) [Manager meet](#) [Team lunch](#)

AI

Team Announcement

Draft and send new hire announcement to the team. Include bio, photo (if provided), role, and fun facts.

[Draft announcement](#) [Send to team](#) [Slack/email](#)

AI

Onboarding Materials

Provide access to onboarding portal with org chart, key contacts, systems training, company culture docs, and 30-60-90 day plan template.

Onboard portal Training links 30-60-90 template

AI

System Access Welcome Email

Send comprehensive welcome email with all system logins, URLs, credentials (or reset links), key contacts, IT helpdesk info, and quick-start guides for each tool.

System credentials Contact directory Quick-start guides

8 First Week Check-Ins

Ensure successful integration

AI

Day 3 Check-In

Automated check-in triggered from payroll system. Survey asks about first days experience, equipment issues, questions, and immediate needs. Results routed to manager.

Auto-triggered Survey sent Route to manager

AI

Day 7 Check-In

One-week milestone check-in from payroll system. Covers role clarity, team integration, training progress, and any blockers. Flags issues for HR if needed.

Auto-triggered Progress check Flag issues

AI

Onboarding Completion Tracking

Monitor completion of required training, document acknowledgments, and system access verification. Send reminders for incomplete items.

Track progress Send reminders Report status

AI

30-Day Milestone Setup

Schedule 30-day review meeting with manager. Prepare review template with goals, expectations, and feedback framework.

Schedule review Prep template Set goals

31/34

Steps Automated

91%

AI-Handled

3

Human Decisions

8

Phases Total

Typical Timeline: Job Req to Fully Onboarded

Day 1
JD + Post

Days 2-5
Source + Screen

Days 6-10
Interviews

Day 11
Decision

Day 12
Offer

Days 13-14
Pre-Board

Day 15
Day 1

Days 16-22
Check-Ins

Powered by Millie | AI-Automated Hiring Workflow