

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

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.

HARDON

Interview Transcription

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

Transcribe Summarize Flag concerns

Candidate Comparison

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

Aggregate scores Compare matrix Rank + recommend

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

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

Background Check

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

[Initiate check](#)[Monitor status](#)[Flag issues](#)

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](#)

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](#)

Workspace Prep

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

[Assign desk](#)[Building access](#)[Facilities coord](#)

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](#)

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