

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 JD with responsibilities, requirements, and comp range from market data.

Draft JD

Salary benchmark

AI

Budget Validation

Check if req is within approved headcount. Auto-approve or escalate.

Budget check

Auto-route

⚠ HUMAN DECISION

Budget Exception?

If over budget, human approval required

2

Candidate Sourcing

Post jobs and find candidates

AI

Post to Job Boards

Auto-post to Indeed, LinkedIn, ZipRecruiter with optimized listings.

Multi-post

SEO optimize

AI

Proactive Sourcing

Search LinkedIn, databases for passive candidates.

Boolean search

Build pipeline

AI



Candidate Outreach

Personalized messages to passive candidates with auto-follow-up.

Personalize

Sequence

3 Screening & Assessment

Filter and evaluate candidates

AI

Resume Screening

Parse, score, auto-reject unqualified, rank by fit.

Parse Score Rank

AI

Initial Phone Screen

Automated screen with pre-set questions, transcribe and score.

Auto-schedule Screen

AI

Skills Assessment

Send role-appropriate test, auto-grade, update scorecard.

Send test Auto-grade

AI

Interview Scheduling

Coordinate calendars, send prep materials and reminders.

Calendar sync Prep packet

4 Interviews & Evaluation

Human interviews with AI support

AI

Interview Prep

Generate briefs with candidate summary, questions, rubric.

Brief Questions

AI



Transcription

Record, transcribe, extract key answers, flag concerns.

Transcribe Summarize

AI

Candidate Comparison

Aggregate scores into comparison matrix with recommendation.

Compare Recommend

AI

Reference Checks

Contact references with structured questions, compile report.

Contact Report

⚠ HUMAN DECISION

Final Candidate Selection

Human reviews recommendation and makes final hiring decision

5

Offer & Negotiation

Extend and close the offer

AI

Generate Offer

Create offer letter with comp, benefits, start date, terms.

Draft Comp package

HUMAN



Approve Offer

Final human review and approval of offer terms.

Review Approve

AI

Send & Track

Send via e-signature, track status, send reminders.

Send Track

AI

Negotiation Support

Analyze counter-offers, draft response options.

Analyze Respond

6

Pre-Boarding

Prepare everything before Day 1

AI

Background Check

Initiate check, monitor status, flag issues.

Initiate Monitor

AI

Paperwork

Send I-9, W-4, direct deposit forms via e-sign.

Send forms Track

AI

IT Setup

Submit ticket for laptop, accounts, badges.

Ticket Track

AI

System Access

Provision all role-appropriate systems and permissions.

Provision Permissions

AI

Payroll Setup

Add to payroll, benefits, configure check-in triggers.

Payroll Benefits

AI

Workspace

Desk, parking, building access coordination.

Desk Access

7 Day 1 Execution

Welcome and onboard

AI

Pre-Arrival Email

Day 1 details: time, parking, schedule, who to meet.

Details

Schedule

AI

System Welcome Email

All logins, URLs, credentials, contacts, IT helpdesk.

Credentials

Contacts

AI

Team Announcement

New hire announcement with bio, role, fun facts.

Draft

Send

AI

Onboarding Portal

Org chart, training, culture docs, 30-60-90 template.

Portal

Training

8

First Week Check-Ins
Ensure successful integration

AI

Day 3 Check-In

Auto-triggered from payroll. Survey on experience, issues. Route to manager.

Auto-trigger

Survey

AI

Day 7 Check-In

One-week milestone: role clarity, integration, blockers. Flag to HR.

Auto-trigger

Flag issues

AI

Completion Tracking

Monitor training, docs, access verification. Send reminders.

Track

Remind

AI

30-Day Setup

Schedule 30-day review, prep template with goals.

Schedule

Template

31/34

Steps Automated

91%

AI-Handled

3

Human Decisions

8
Phases Total

Typical Timeline: Job Req to Fully Onboarded



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