AI-019- Monitor Talents Mail - Extract data CV with Skill and Experience - Update Interview Tracker

Trigger:

The flow starts when a new email with attachments arrives in the shared mailbox "**talents@cpa-cm.com**".

Sender Check:

It checks if the sender is an internal team member. If not, it sets the sender email to a default address.

Attachment Loop (can send multiple files at same time):

For each attachment, it checks if the file is a PDF, JPG, PNG and size > 31KB (it will exclude those images such as logo...)
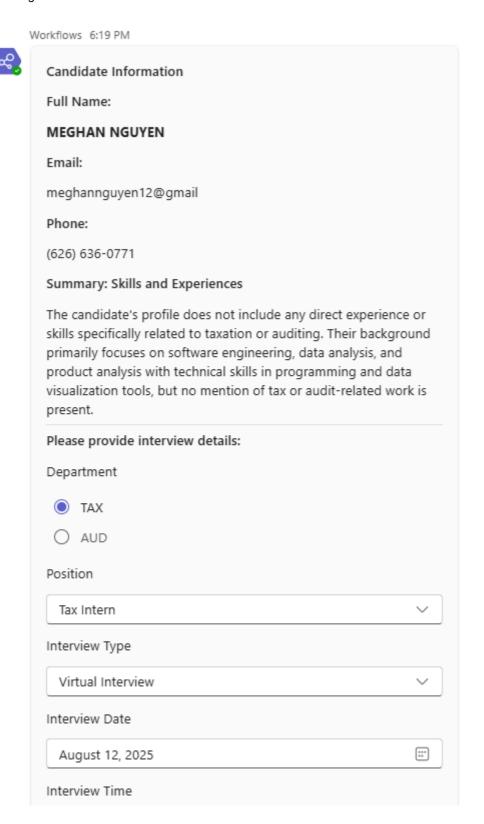
AI Processing:

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If it's a PDF, JPG, PNG file, the flow uses AI Builder to extract candidate
information and summarize skills/experience.
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Interview Card:

The flow posts an adaptive card to Microsoft Teams, displaying the candidate's full name, email, phone, and a summary of skills/experiences. It then collects interview details, including:

- Department (TAX or AUD)
- Position (e.g., Tax Intern, Audit Manager, etc.)
- Interview Type (Virtual, In-person, etc.)
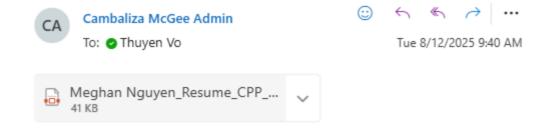- Interview Date and Time

Workflows 6:19 PM

Candidate Information

Full Name:

MEGHAN NGUYEN

Email:

meghannguyen12@gmail

Phone:

(626) 636-0771

Summary: Skills and Experiences

The candidate's profile does not include any direct experience or skills specifically related to taxation or auditing. Their background primarily focuses on software engineering, data analysis, and product analysis with technical skills in programming and data visualization tools, but no mention of tax or audit-related work is present.

Please provide interview details:

Department

- ● TAX
- ○ AUD

Position

Tax Intern	⌄

Interview Type

Virtual Interview	⌄

Interview Date

August 12, 2025	🗓

Interview Time

SharePoint Update:

The flow creates an item in the Interview Tracker SharePoint list with all collected information and attaches the PDF.

Notification:

It sends a confirmation email to the sender with candidate details and a link to the SharePoint item.

CA **Cambaliza McGee Admin**
To: ✅ Thuyen Vo

☺ ↩ ↩ ↪ | ⋯
Tue 8/12/2025 9:40 AM

📄 Meghan Nguyen_Resume_CPP_...
41 KB   ∨

Hi,

New candidate is update to interview tracker, the detail as below information:

Name: MEGHAN NGUYEN - Applied position: Tax Intern

Phone: (626) 636-0771 - Email: meghannguyen12@gmail

Summary Skill and Experience:

The candidate's profile does not include any direct experience or skills specifically related to taxation or auditing. Their background primarily focuses on software engineering, data analysis, and product analysis with technical skills in programming and data visualization tools, but no mention of tax or audit-related work is present.

Please assign the interviewer.

Link to tracker item: Click Here

Thanks

If any step fails, it sends an error notification email to IT.

Next improvement

If you want to link with the bookking page, you can input the bookking page link and send to the candidate via this flow also. You don't need to run the flow ADM12 separately

ADM12 - Candidate Ops

Owner: Cambaliza McGee LLP

Request approval (everyone must approve) for a
selected item in a SharePoint list, along with
approval reminder options.

Action *

Send Invitation Letter for Interview   ⌄

Bookings Pages Link

Please input the appropriate Bookings Page
link for interview timelot.

ADM12 - Candidate Ops

Owner: Cambaliza McGee LLP

Request approval (everyone must approve) for a
selected item in a SharePoint list, along with
approval reminder options.