

Build Career

# COPilot

to find jobs



**Nensi Ravalika**

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# Creating a Career Copilot Agent in Microsoft Copilot Studio



- 1 Navigate to <https://copilotstudio.microsoft.com>

The screenshot shows the Microsoft Copilot Studio interface. At the top, there's a navigation bar with icons for Home, Create, Agents, Library, and more. The main title is "Describe your agent to create it". Below it, there are three buttons: Helpdesk, Expense tracking, and HR and benefits. A text input field says "Use everyday words to describe what your agent should do". A note below says "This AI-powered feature above is currently in preview. See terms and supplemental terms". In the "Explore agents" section, there are four cards: "Safe Travels" (Government), "Website Q&A" (Customer Service), "Team Navigator" (Human Resources), and "IT Helpdesk" (IT & Management Tools). Each card has a small icon and a brief description.

2

Click here.

The screenshot shows the Copilot Studio interface. At the top, there's a navigation bar with icons for Home, Create (highlighted with a red circle), Agents, Library, and three dots. The main title is "Describe your agent to create it". Below the title are three buttons: Helpdesk, Expense tracking, and HR and benefits. A text input field says "Use everyday words to describe what your agent should do". A note below the input field states: "This AI-powered feature above is currently in preview. See terms and supplemental terms". In the bottom section, there's a heading "Explore agents" with a "See more" link. It lists four agent templates: "Safe Travels" (purple icon, Government), "Website Q&A" (orange icon, AI + Machine Learning, Customer Service), "Team Navigator" (blue icon, Human Resources), and "IT Helpdesk" (teal icon, IT & Management Tools). Each template has a brief description and a "See more" link.

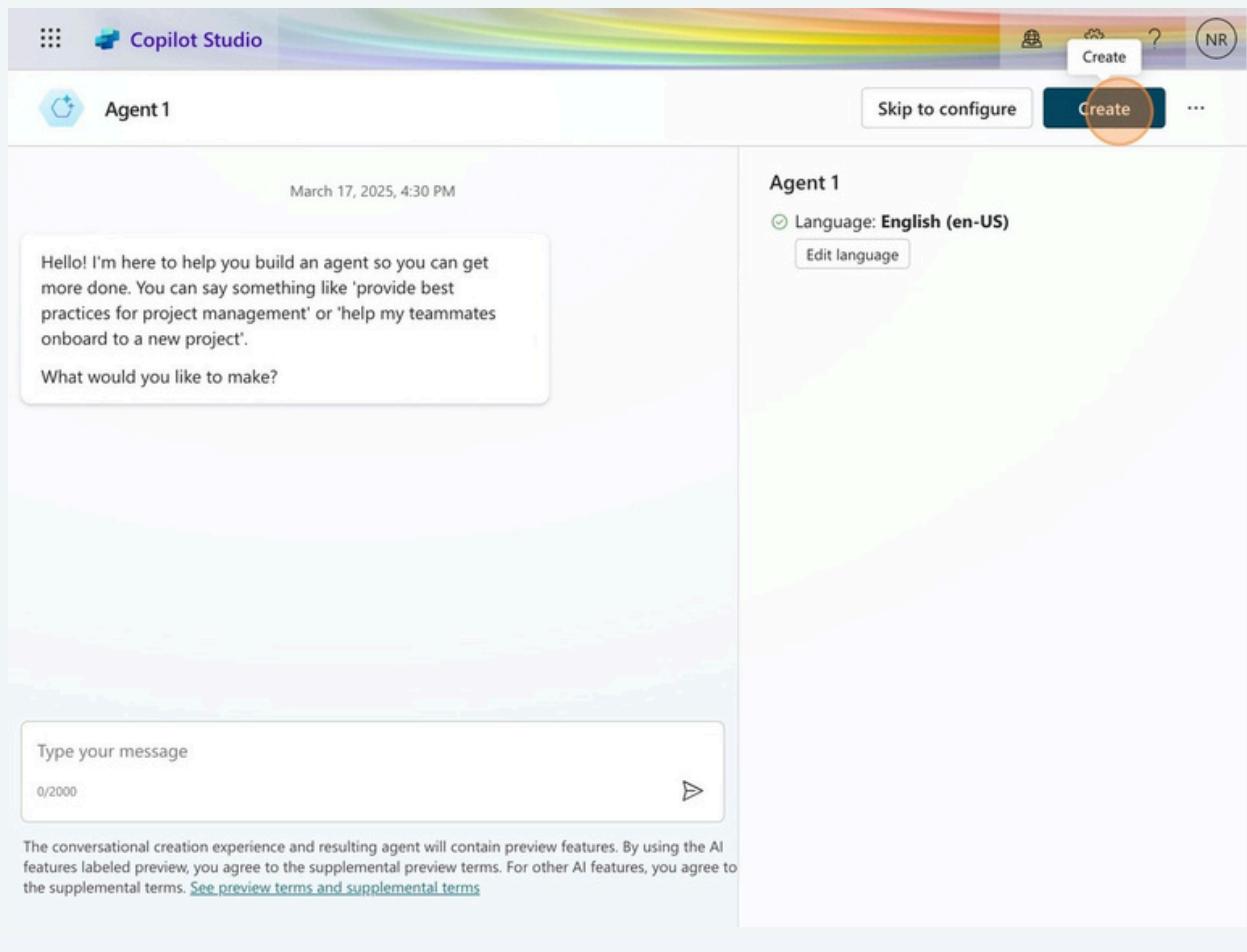
3

Click this image.

The screenshot shows the Copilot Studio interface. On the left, there's a sidebar with icons for Home, Create (selected), Agents, Library, and more. The main area is titled 'Create' and features a large card for 'New agent'. It includes a colorful icon of a brain with neural connections, a brief description: 'Create an agent that leverages end-to-end generative AI for task completion, knowledge sharing, analytics, and more.', and a 'Get Started' button. Below this, there's a section titled 'Explore agents' with a sub-section header 'Safe Travels'. It lists four agent templates: 'Safe Travels' (purple icon, Government), 'Website Q&A' (orange icon, AI + Machine Learning, Customer Service), 'Team Navigator' (blue icon, Microsoft Teams), and 'IT Helpdesk' (green icon, AI + Machine Learning, Customer Service). A search bar at the top right says 'Search templates'.

4

Click "Create"



5

Click "Edit"

The screenshot shows the Microsoft Copilot Studio interface. On the left, there's a sidebar with icons for Home, Create, Agents, Library, and more. The main area is titled 'Copilot Studio' and shows 'Agent 1'. The top navigation bar includes 'Overview', 'Knowledge', 'Topics', 'Actions', 'Activity', 'Analytics', 'Channels', 'Publish', 'Settings', and 'Test'. A message at the top states: 'From February 1st, preview features will be billable and consume messages. [Learn more](#)'. A central callout bubble says 'Your agent is ready! Here's what's next:' with three items: 'Add actions so your agent can do things for you', 'Build topics to focus and guide how your agent answers', and 'Publish your agent so others can use it'. Below this, the 'Details' section contains fields for 'Name' (Agent 1), 'Description' (None provided), 'Instructions' (None provided), and 'Orchestration' (disabled). The 'Knowledge' section has a '+ Add knowledge' button. The 'Edit' button in the 'Details' section is circled in orange.

6

Double-click the "Name \*" field.

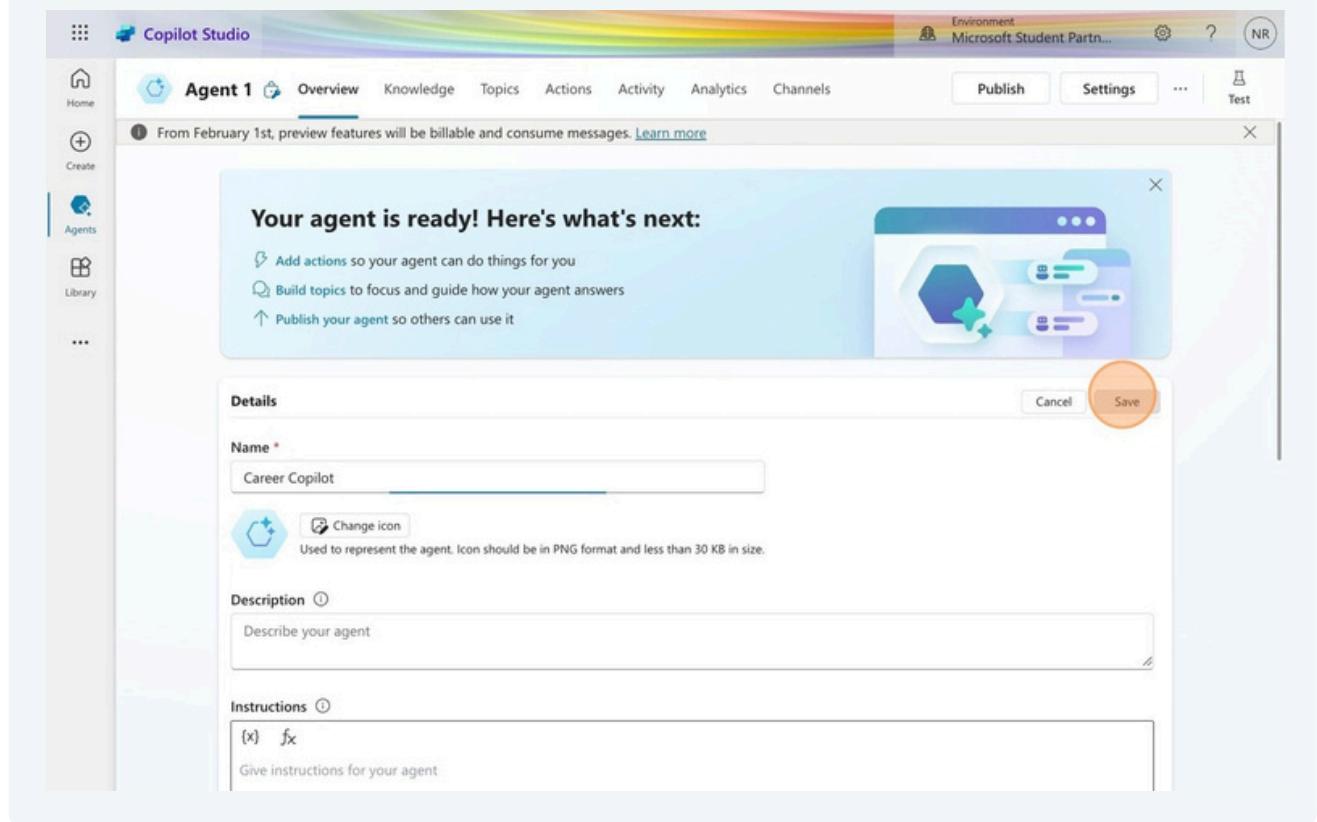
The screenshot shows the Copilot Studio interface with the title bar "Copilot Studio" and "Agent 1". The left sidebar includes "Home", "Create", and "Agents" sections. The main content area displays a message: "Your agent is ready! Here's what's next:" followed by three steps: "Add actions so your agent can do things for you", "Build topics to focus and guide how your agent answers", and "Publish your agent so others can use it". Below this is the "Details" section for "Agent 1". It contains fields for "Name \*" (with "Agent 1" typed in), "Description" (with "Describe your agent" placeholder), "Instructions" (with "[x] fx" and "Give instructions for your agent" placeholder), and a "Knowledge" section with an "Add knowledge" button. Buttons for "Cancel" and "Save" are at the top right of the details form.

7

Type "Career Copilot"

8

Click "Save"



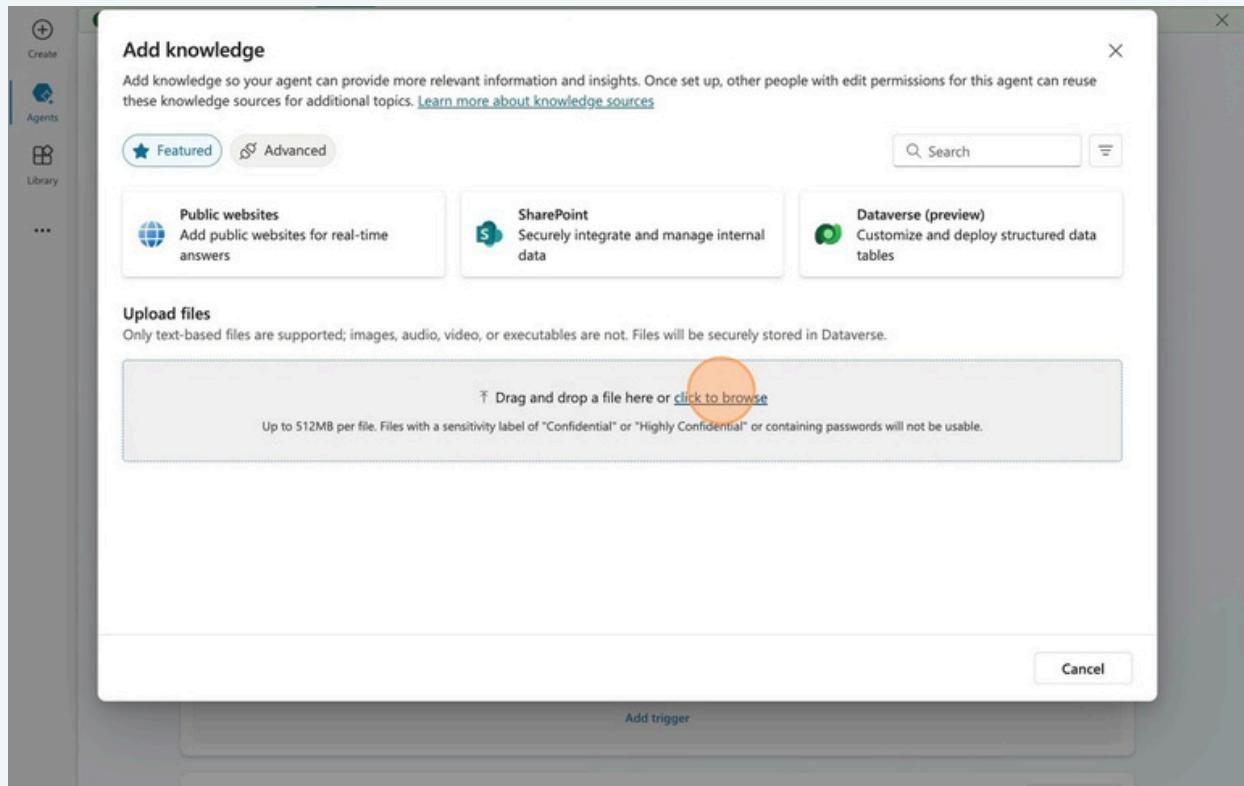
9

Click "Add knowledge"

The screenshot shows the Copilot Studio interface with the 'Career Copilot' agent selected. A success message at the top states 'Your request completed successfully.' Below it, the 'Knowledge' section is highlighted. An orange circle surrounds the '+ Add knowledge' button, which is located next to a toggle switch labeled 'Disabled'. Other sections visible include 'Instructions' (None provided), 'Orchestration' (Use generative AI to determine how best to respond to users and events, with a 'Learn more' link and a disabled toggle switch), 'Actions' (Add actions to empower the AI to complete specific tasks for improved engagement, with a '+ Add action' button), and 'Triggers' (Set up your agent to activate when certain events happen, with a '+ Add trigger' button). The left sidebar includes icons for Home, Create, Agents, Library, and three dots.

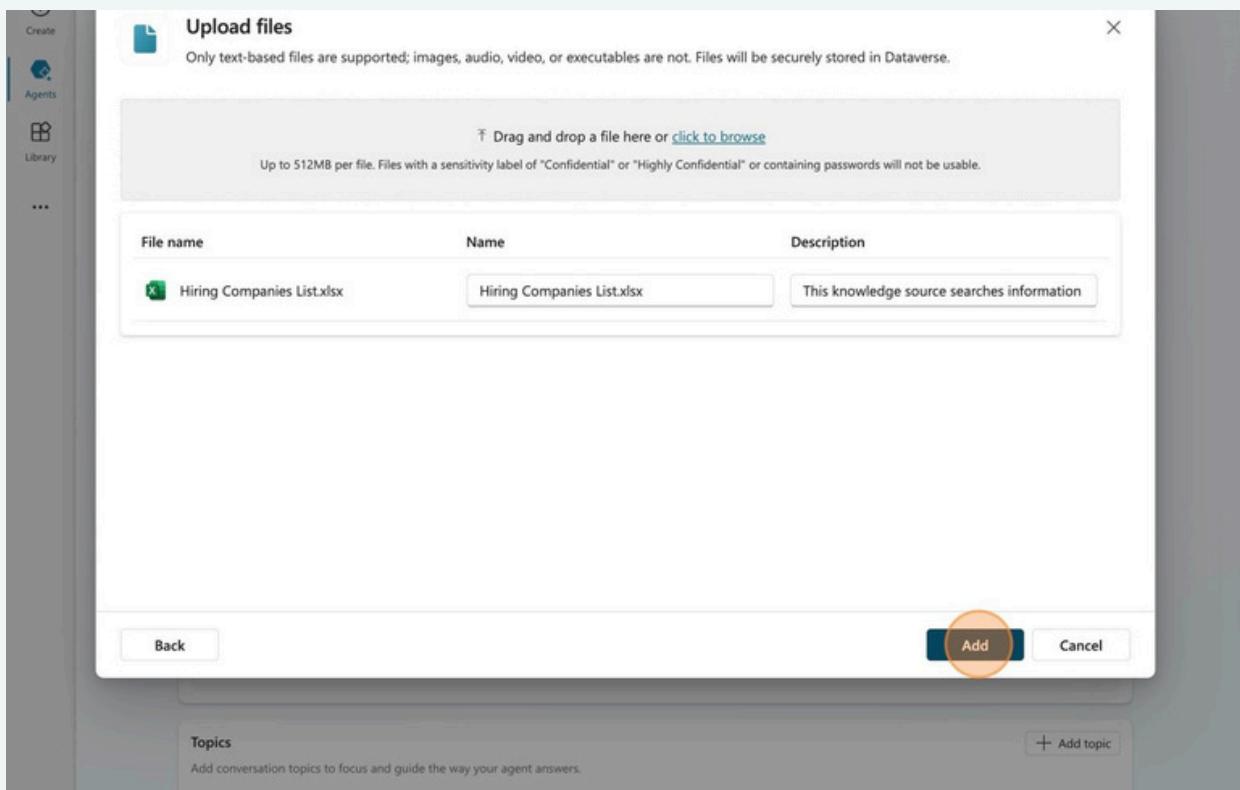
10

Click "click to browse"



11

Click "Add"



12

Click "Knowledge"

The screenshot shows the Copilot Studio interface with the 'Career Copilot' agent selected. The top navigation bar includes 'Copilot Studio', 'Overview' (selected), 'Knowledge' (highlighted with an orange circle), 'Topics', 'Actions', 'Activity', 'Analytics', 'Channel', 'Publish', 'Settings', and 'Test'. A message at the top states: 'From February 1st, preview features will be billable and consume messages. [Learn more](#)'. Below this is a callout box with the heading 'Your agent is ready! Here's what's next:' and three items: 'Add actions so your agent can do things for you', 'Build topics to focus and guide how your agent answers', and 'Publish your agent so others can use it'. To the right is a small icon of a hexagon with a green plus sign. The main area is titled 'Details' and contains fields for 'Name' (Agent 1), 'Description' (None provided), 'Instructions' (None provided), and 'Orchestration' (disabled). At the bottom is a 'Knowledge' section with a '+ Add knowledge' button.

13

## Initially - In progress

The screenshot shows the Copilot Studio interface. At the top, there's a navigation bar with 'Copilot Studio' logo, environment 'Microsoft Student Part...', and various tabs like 'Overview', 'Knowledge' (which is selected), 'Topics', 'Actions', 'Activity', 'Analytics', 'Channel', and buttons for 'Publish', 'Settings', '...', and 'Test'. On the left, a sidebar has icons for 'Home', 'Create', 'Agents', 'Library', and '...'. The main area has a section titled 'Suggestions (preview)' with three cards: 'Add knowledge sources', 'Improve answer rate', and 'Track knowledge use'. To the right are performance metrics: 'Total knowledge source use 0%', 'Error rate 0%', and 'Total answer rate 0%'. Below this is a file library table:

Name	Type	Last modified	Status
Hiring Companies List.xlsx	Files	Nensi Ravaliya 31 seconds ago	In progress

An orange circle highlights the 'Status' column for the first file.

14

## Ready Now

The screenshot shows the Copilot Studio interface with the following details:

- Top Bar:** Environment Microsoft Student Part... (with a gear icon), ? (Help icon), and NR (Notification icon).
- Header:** Copilot Studio, Career Copilot, Overview, Knowledge (selected), Topics, Actions, Activity, Analytics, Channel, Publish, Settings, ..., and Test.
- Sidebar:** Home, Create, Agents, Library, and ...
- Main Content:**
  - Suggestions (preview):** Add knowledge sources (Review suggestions for references to add to your agent.), Improve answer rate (Tell your agent how to answer questions using the fine tuning tool.), Track knowledge use (Make sure your agent uses knowledge sources in at least 25% of responses.). Buttons: View suggestions, Open tool, Open Analytics.
  - Total knowledge source use:** 0%
  - Error rate:** 0%
  - Total answer rate:** 0%
- File List:** All Files. Last refreshed 1 minute ago. Search knowledge. Table:

Name	Type	Last modified	Status
Hiring Companies List.xlsx	Files	Nensi Ravaliya 2 minutes ago	Ready

15

Click "Test"

The screenshot shows the Copilot Studio interface with the 'Knowledge' tab selected. On the left, there's a sidebar with icons for Home, Create, Agents, Library, and three dots. The main area has a section titled 'Suggestions (preview)' with three cards: 'Add knowledge sources', 'Improve answer rate', and 'Track knowledge use'. To the right, there are performance metrics: 'Total knowledge source use 0%', 'Error rate 0%', and 'Total answer rate 0%'. Below these is a file list table with one item: 'Hiring Companies List.xlsx' (Type: Files, Last modified: Nensi Ravaliya 2 minutes ago, Status: Ready). At the top right, there are buttons for Publish, Settings, and Test (which is highlighted with an orange circle).

Name	Type	Last modified	Status
Hiring Companies List.xlsx	Files	Nensi Ravaliya 2 minutes ago	Ready

16

Click the "Ask a question or describe what you need" field.

The screenshot shows the Copilot Studio interface with the 'Knowledge' tab selected. On the left, there's a sidebar with 'Agents', 'Library', and other options. The main area has a 'Suggestions (preview)' section with three cards: 'Add knowledge sources', 'Improve answer rate', and 'Track knowledge use'. To the right are performance metrics: 'Total knowledge source use 0%', 'Error rate 0%', and 'Total answer rate 0%'. Below these is a file list showing 'Hiring Companies List.xlsx'. On the far right, a message from 'Agent 1' is displayed, and a callout highlights the 'Ask a question or describe what you need' input field.

17

Type "Give me Bangalore companies list" **enter**

18

Click here.

The screenshot shows the Copilot Studio interface. On the left, there's a sidebar with icons for Home, Create, Library, and more. The main area has tabs for Overview, Knowledge (which is selected), Topics, Actions, Activity, Analytics, and Channel. A blue button labeled '+ Add knowledge' is visible. Below this, there's a section titled 'Suggestions (preview)' with three cards: 'Add knowledge sources', 'Improve answer rate', and 'Track knowledge use'. To the right, there are performance metrics: 'Total knowledge source use 0%', 'Error rate 0%', and 'Total answer rate 0%'. A table below shows a single file: 'Hiring Companies List.xlsx' (Type: Files, Last modified: Nensi Raval..., Status: Ready). At the top right, there's a 'Test your agent' section with a history of interactions. One interaction is highlighted: 'Give me Bangalore companies list' (Just now) followed by a list of 13 companies. A large orange circle highlights this list. Below it, there's a text input field 'Ask a question or describe what you need' and a note about AI-generated content.

Suggestions (preview)

- Add knowledge sources
- Improve answer rate
- Track knowledge use

Total knowledge source use 0%

Error rate 0%

Total answer rate 0%

Name	Type	Last modified	Status
Hiring Companies List.xlsx	Files	Nensi Raval...	Ready

Test your agent

4 minutes ago

Give me Bangalore companies list

Just now

Here is a list of companies in Bangalore:

1. DataWeave 1
2. Multiplier 1
3. Safe Security 1
4. Keka HR 1
5. Loop 1
6. Celigo 1
7. Apollo.io 2
8. JoulestoWatts Business Solutions Pvt Ltd 2
9. ekincare 2
10. StoreKing 2
11. Design Cafe 2
12. Moveworks 3
13. Plivo 3

3 references

1. Hiring Companies List.xlsx
2. Hiring Companies List.xlsx
3. Hiring Companies List.xlsx

Just now | Surfaced with Azure OpenAI | ⌂ ⌂

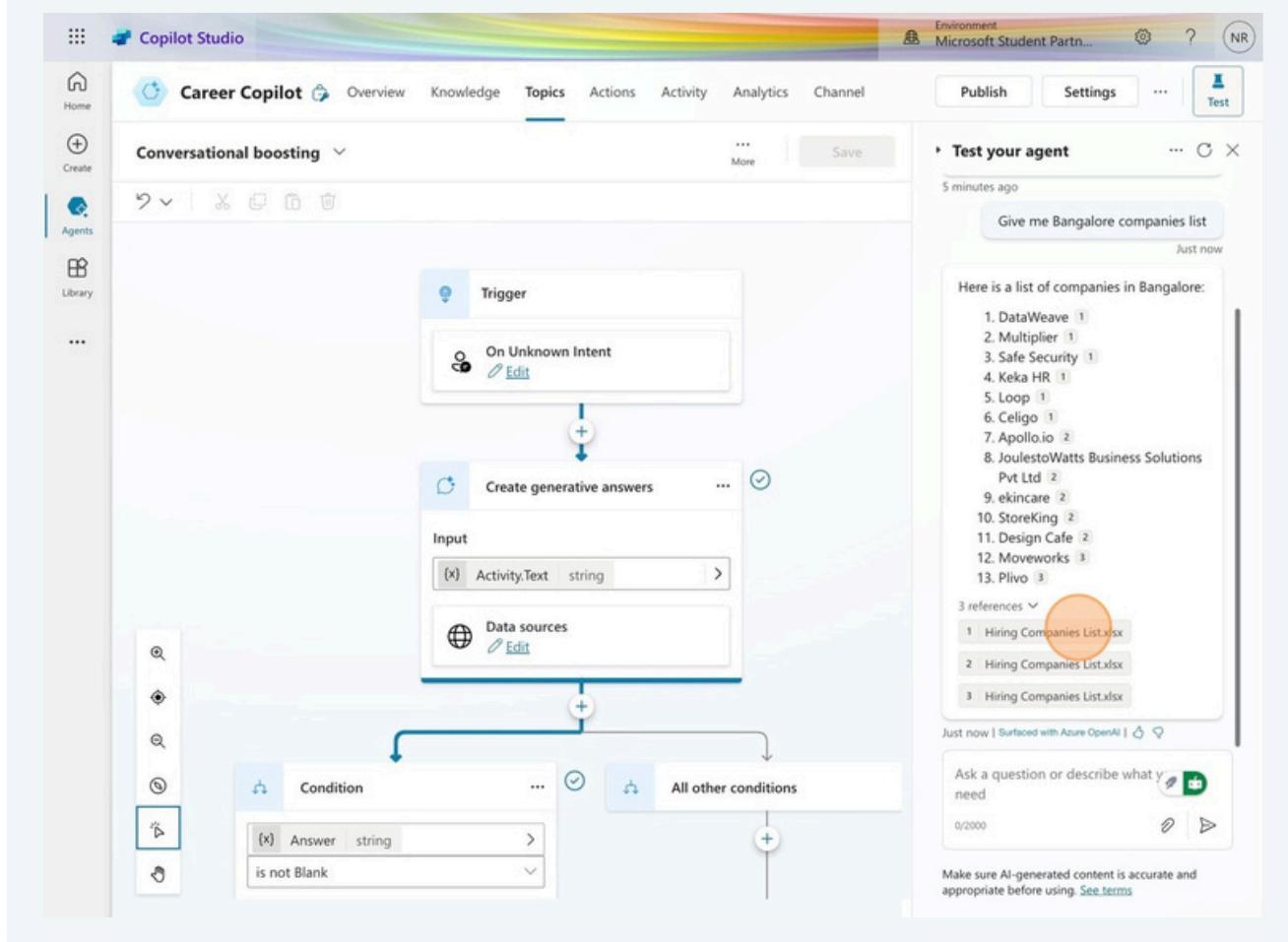
Ask a question or describe what you need

0/2000

Make sure AI-generated content is accurate and appropriate before using. See terms

19

Click "Hiring Companies List.xlsx"



20

Click "Sai M Talent Acquisition Lead

<http://www.linkedin.com/in/sai-charan-m-he-him-5a15434a> DataWeave FALSE

<http://www.dataweave.com/> http://www...."

The screenshot shows the Microsoft Copilot Studio interface. On the left, there's a sidebar with icons for Home, Create, Agents, and Library. The main area displays a list of companies from an Excel file named 'Hiring Companies List.xlsx'. The first item in the list is highlighted with a yellow circle around its 'DataWeave FALSE' link. The list includes various companies like Randstad Offshore Services, KlearNow.AI, and Celigo, each with their respective LinkedIn profiles and other links.

21

Click this icon.

The screenshot shows the Copilot Studio interface. On the left, there's a sidebar with icons for Home, Create, Agents, Library, and more. The main area has a title "Hiring Companies List.xlsx". Below it, a list of company names and their LinkedIn profiles is displayed. An orange circle highlights the "Test" button in the top right corner of the main window. To the right, a sidebar titled "your agent" shows a recent message from "Student Partn..." asking for Bangalore companies, followed by a list of companies found: DataWeave, Multiplier, Safe Security, Keka HR, Loop, Celigo, Apollo.io, JoulestoWatts Business Solutions Pvt Ltd, ekincare, StoreKing, Design Cafe, Moveworks, and Plivo. At the bottom, there are buttons for "Surfaced with Azure OpenAI" and "question or describe what you

22

Click "Publish"

The screenshot shows the Copilot Studio interface. On the left, there's a sidebar with icons for Home, Create, Agents, and Library. The main area displays a flowchart titled 'Conversational boosting' under the 'Career Copilot' project. The flow starts with a 'Trigger' block ('On Unknown Intent') which points to a 'Create generative answers' block. This block has an 'Input' section with '(x) Activity.Text string'. Below it is a 'Data sources' block. A blue arrow points from the 'Data sources' block to a 'List' block at the bottom. To the right of the flowchart, a 'Test your agent' window is open, showing a recent message: 'Give me Bangalore companies list' followed by a list of 13 companies. At the top right of the screen, there are buttons for 'Publish', 'Settings', and 'Test'. The 'Publish' button is highlighted with a red circle.

Trigger  
On Unknown Intent

Create generative answers

Activity.Text string

Data sources

Trigger  
On Unknown Intent

Test your agent

Give me Bangalore companies list

Just now

Here is a list of companies in Bangalore:

- 1. DataWeave
- 2. Multiplier
- 3. Safe Security
- 4. Keka HR
- 5. Loop
- 6. Celigo
- 7. Apollo.io
- 8. JoulestoWatts Business Solutions Pvt Ltd
- 9. ekincare
- 10. StoreKing
- 11. Design Cafe
- 12. Moveworks
- 13. Plivo

3 references

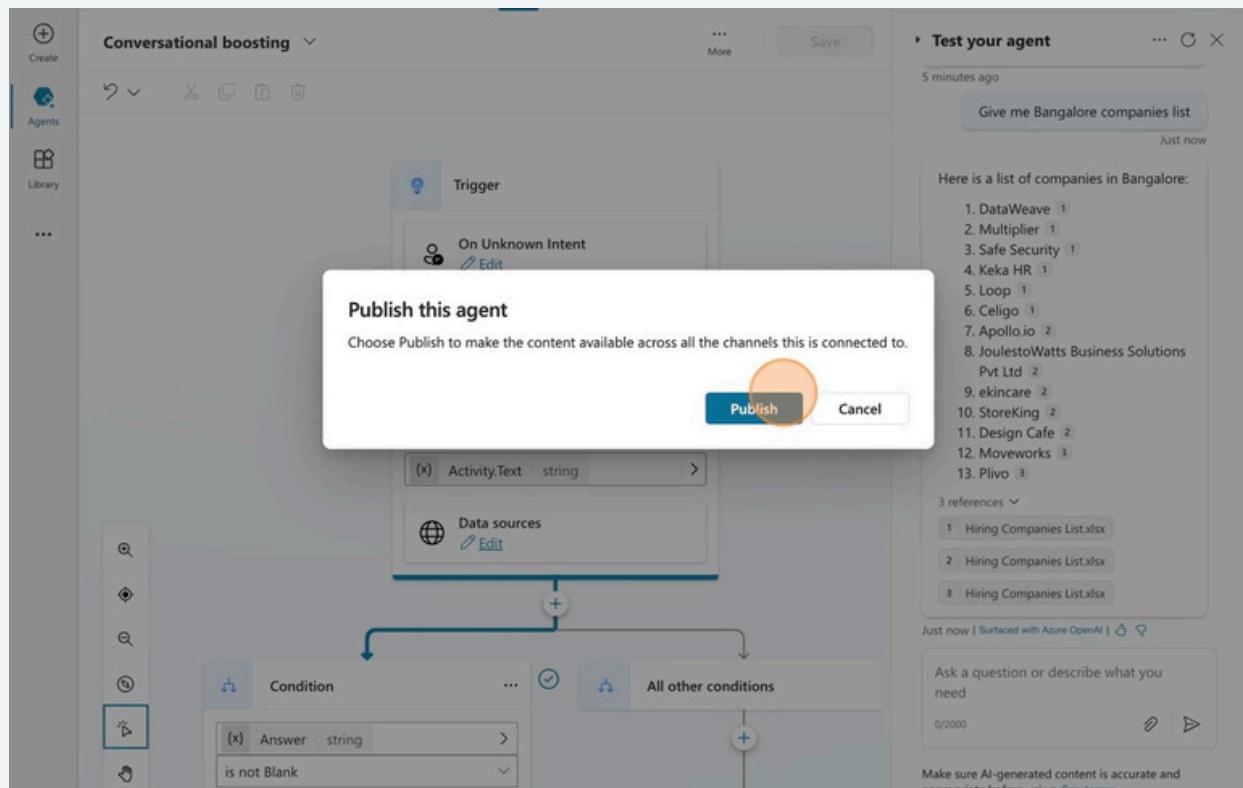
- 1 Hiring Companies List.xlsx
- 2 Hiring Companies List.xlsx
- 3 Hiring Companies List.xlsx

Just now | Surfaced with Azure OpenAI | ⚙️ 🌐

Ask a question or describe what you want

23

Click "Publish"



24

"Your agent was published at 4:37 PM on 3/17/2025! Your users will see the new content soon."

The screenshot shows the Copilot Studio interface with a published agent named "Career Copilot". A message at the top indicates it was published at 4:37 PM on 3/17/2025. The main area displays a conversational boosting flow:

```
graph TD; Trigger[Trigger: On Unknown Intent] --> Create[Create generative answers]; Create --> DataSources[Data sources: Activity.Text string]; DataSources --> Create
```

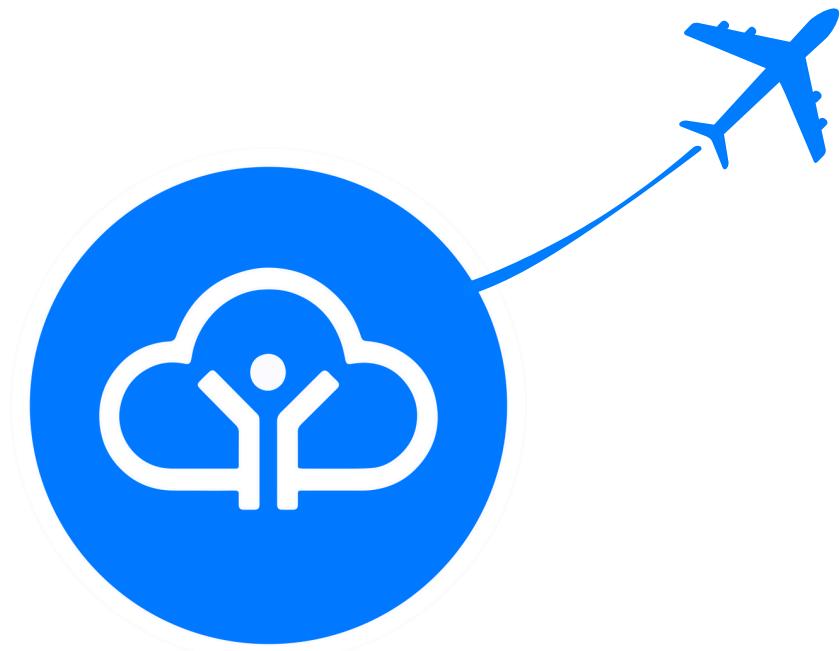
The "Create generative answers" step has an input of "Activity.Text string" and a "Data sources" section. To the right, a test window shows a user query "Give me Bangalore companies list" and a response listing companies in Bangalore, along with a reference to a hiring companies list.



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