



AI+ Microsoft 365 Copilot HR Specialty™

Certification



Executive Summary

The AI+ Microsoft 365 Copilot in HR certification is designed to equip HR professionals with the skills to leverage AI and automation tools within Microsoft 365 to enhance human resources processes. This certification covers practical applications of AI-driven features in Microsoft 365, focusing on optimizing recruitment, employee management, and performance analysis. It helps HR teams streamline workflows, improve decision-making, and drive productivity. Through hands-on training, participants will master AI tools to enhance communication, analyze data, and make data-driven HR decisions, enabling them to efficiently manage talent and foster a productive work environment.

Prerequisites

- **Basic understanding of HR processes** – Familiarity with HR functions and workflows.
- **Microsoft 365 proficiency** – Comfortable using Microsoft 365 apps like Outlook and Teams.
- **Introductory knowledge of AI concepts** – Basic understanding of AI and automation principles.
- **Experience with HR software** – Prior experience using HR management systems.
- **Analytical mindset** – Ability to interpret and analyze HR data effectively

Exam Blueprint

Number
of Questions

50

Passing
Score

35/50 or 70%

Duration

90 Minutes

Format

**Online via AI
Proctoring platform**

Question Type

**Multiple Choice/Multiple
Response**

Exam Overview

Module	Weight
Foundations of AI & Microsoft 365 Copilot in HR	10%
Core Copilot Skills for Everyday HR	15%
Advanced Copilot Applications in Strategic HR	15%
Designing HR Agents with Copilot Studio	15%
Optimizing Prompts & Integrating Copilot with HR Systems	15%
Responsible AI with Copilot —Policy, Safety & Trust	15%
Capstone —End-to-End HR with Copilot	15%
	100%

The logo for AI CERTs, featuring a stylized 'AI' in gold and 'CERTs' in black with a registered trademark symbol.

AI CERTs®

AI⁺

Microsoft 365 Copilot
Human Resources Specialty™

Certification Modules

Module 1

Foundations of AI & Microsoft 365 Copilot in HR

1.1 The Rise of AI in HR

1.2 Meet Microsoft 365 Copilot for HR

1.3 Copilot & Microsoft Graph: Secure Data Use

1.4 Intro to Ethical AI in HR

1.5 Case Study: BrightPath HR (Fictional)

1.6 Hands-on Exercise (10 mins)

Module 2

Core Copilot Skills for Everyday HR

2.1 What is Microsoft 365 Copilot?

2.2 Creating Job Descriptions with Copilot

2.3 Drafting Offer Letters & HR Communications

2.4 Onboarding Kits & Welcome Messages

2.5 Handling Sensitive HR Communications

2.6 Human Review Checklist

2.7 Case Study: CareersFirst (Fictional)

2.8 Hands-on Exercise (20 mins)

Module 3

Advanced Copilot Applications in Strategic HR

3.1 Automating the Recruitment Pipeline

3.2 Summarizing Performance Reviews

3.3 HR Meeting Automation with Teams

3.4 Survey Design & Engagement Insights

3.5 Workforce Planning with AI

3.6 Integrating Copilot Analytics with Power BI

3.7 Case Study: TalentBridge (Fictional)

3.8 Hands-on Exercise (25 mins)

Module 4

Designing HR Agents with Copilot Studio

4.1 What is Copilot Studio?

4.2 Agent Use Cases in HR

4.3 Building an HR Helpdesk Agent

4.4 Creating a Recruitment FAQ Agent

4.5 Case Study: GrowMore Inc. (Fictional)

4.6 Hands-on Exercise (15 mins)

Module 5

Optimizing Prompts & Integrating Copilot with HR Systems

5.1 Advanced Prompt Crafting for HR

5.2 HRIS Integration with Copilot

5.3 Case Study: WorkWell (Fictional)

5.4 Hands-on Exercise (15 mins)

Module 6

Responsible AI with Copilot —Policy, Safety & Trust

6.1 Principles in Practice

6.2 Data Protection & Compliance

6.3 Bias, Hallucination & Human Oversight

6.4 Operationalizing Responsible AI

Module 7

Capstone —End-to-End HR with Copilot

7.1 Project Overview and Objectives

7.2 Step-by-Step Guide

7.3 Key Takeaways and Outcomes

7.4 Conclusion

7.5 Open-Ended Projects

Certification Outcome

Upon completing the AI+ Microsoft 365 Copilot in HR course, I feel equipped with the knowledge and skills to seamlessly integrate AI-powered tools within HR workflows. I now understand how to leverage Microsoft 365's AI capabilities to optimize recruitment, employee management, and performance analysis. With hands-on experience in using Copilot features, I can automate tasks, make data-driven decisions, and enhance HR productivity. This certification has empowered me to streamline processes, improve team collaboration, and drive HR innovation, positioning me to contribute more effectively to my organization's human resources strategy and overall success.



Market Insight

The AI+ Microsoft 365 Copilot in HR certification reflects the growing demand for AI integration in human resources. As organizations prioritize efficiency, HR professionals who can harness the power of AI tools like Microsoft 365 Copilot are in high demand, driving improved recruitment, employee management, and performance optimization.



Value Proposition

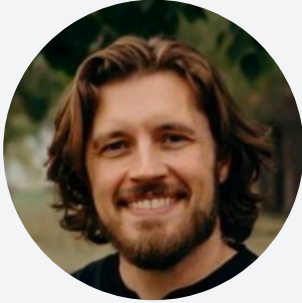
This certification offers HR professionals the opportunity to master AI tools within Microsoft 365, enhancing productivity and decision-making. By automating processes and leveraging data insights, learners can improve recruitment efforts, optimize employee management, and streamline HR operations, positioning themselves as valuable assets to any organization.



Additional Features

The course provides hands-on training with real-world scenarios, focusing on practical applications of AI in HR functions. Learners will gain experience with Microsoft 365 Copilot's automation features, personalized AI-driven insights, and performance analysis tools, ensuring they are equipped to drive innovation and efficiency in HR.

AI Experts



Jason Kellington

AI Expert

As a consultant, trainer, and technical writer with more than 25 years of experience in IT, I specialize in the development and delivery of solutions focused on effective and efficient enterprise IT.



Justin Frébault

AI Expert

I'm a boutique data consultant specializing in data mesh and lakehouse solutions. I've dedicated my career to helping organizations transform their approach to data, moving beyond mere knowledge.



J Tom Kinser

AI Expert

I have over forty years of experience in software development, data engineering, management, and technical training. I am a Microsoft Certified Trainer and a software developer, holding multiple certifications.



Terumi Laskowsky

AI Expert

Country Manager for Global Consulting Services in Japan, Specialties: Information Security (Compliance, Policy, Application, Host, Network)



aicerts.ai

Contact

252 West 37th St., Suite 1200W
New York, NY 10018

