

HR Manager

PEOPLE & HR · O*NET 11-3121.00 · HUMAN RESOURCES MANAGERS

HANDLE MORE OF THE PEOPLE WORK WELL, WITH LESS OF THE PAPERWORK.

1 YOUR ROLE TODAY

HR managers look after hiring, policy, pay, cases and culture. The sensitive conversations, the fairness calls and the confidentiality stay firmly human. The drafting, summarising and policy-answering are where AI gives time back — handled carefully, because the data is personal.

WHAT THE JOB INVOLVES

- Plan and direct HR activities: hiring, pay, relations and compliance.
- Advise managers on policy, cases and employment matters.
- Write and maintain policies, job descriptions and guidance.
- Handle employee relations cases and grievances.
- Analyse workforce data: turnover, pay, diversity.
- Oversee recruitment and onboarding.

SKILLS THAT MATTER MOST

- Active listening
- Speaking
- Social perceptiveness
- Reading comprehension
- Judgement and decision-making
- Writing

O*NET job zone: Job Zone 4 — considerable preparation.

2 THE FOUR COPILOT TOOLS

COPILOT CHAT	Free, secure chat. Works from the open web and anything you paste or upload. No access to your internal files unless you give it.
M365 COPILOT	Sits inside Word, Excel, PowerPoint, Outlook and Teams. Works on your own emails, files and meetings (only what you already have permission to see).
COPILOT COWORK	You hand over a longer job and it works through the steps, showing progress so you can steer. Good for multi-stage work that used to eat an afternoon.
COPILOT AGENTS	A custom helper you (or IT) set up once to handle a specific, repeatable job — answering a common question, triaging a queue, drafting from a template.

3 AI OPPORTUNITY MAP

Where the four tools fit the real work — with a practical example for each.

TASK	BEST TOOL	PRACTICAL EXAMPLE
Write a job description or policy	M365 COPILOT	Draft a clear, inclusive job description in Word from the role's key tasks, then refine.
Answer a manager's 'what's our policy on...' question	COPILOT AGENTS	An agent grounded in your handbook that answers common policy questions and escalates the rest.
Summarise a long case file or set of notes	M365 COPILOT	Pull the timeline and the key facts from a case file before a meeting (never the decision).
Analyse turnover or engagement data	M365 COPILOT	Ask Copilot in Excel to find the patterns and draft the headline points.
Plan and run an onboarding programme	COPILOT COWORK	Delegate a first-draft 30-day onboarding plan from your template and the role.
Draft a sensitive message	COPILOT CHAT	Get a careful first draft of a tricky email; you bring the judgement and the human touch.

4 SKILLS TO BUILD

The AI-literacy habits this role needs.

- Protecting personal data: never paste case or pay data into a public chat.
- Keeping every people decision human — AI drafts, you decide.
- Checking AI text for bias and tone before it reaches a person.
- Writing a brief that captures the policy and the context.

5 GETTING STARTED — 3 QUICK WINS THIS WEEK

- ✓ Draft your next job description in Copilot from the task list, then edit for tone.
- ✓ Summarise a long policy into a one-page manager guide.
- ✓ Use Copilot in Excel to find the top driver in your turnover data.

6 GETTING AHEAD — YOUR 90-DAY PLAN

Days 1–30 · Get started	Draft JDs, guidance and summaries in M365 Copilot. Agree firm rules on what HR data never goes near a public tool.
Days 31–60 · Build the habit	Hand onboarding and programme planning to Cowork. Analyse people data in Copilot for Excel.
Days 61–90 · Get ahead	Stand up a policy-answer agent for managers, grounded in your handbook, with clear escalation.

7 WHERE TO LEARN NEXT

Four short intro courses, in order. Start at the top.

- 01** Start with Copilot Chat
The no-risk way in. Ask, draft, summarise, compare. One hour.

02 Work inside M365 Copilot
Use it in the apps you already live in: Outlook, Word, Excel, Teams.

03 Delegate with Copilot Cowork
Hand over the multi-step jobs. Learn to brief, check and steer.

04 Build a Copilot Agent
Turn your most repeated task into a helper that runs itself.

Sources — Occupation overview: O*NET 30.2, occupation 11-3121.00 (oneline.org/link/summary/11-3121.00) and the ESCO occupational profile (esco.ec.europa.eu). Copilot tool descriptions: Microsoft 365 Copilot and Copilot Cowork product documentation, Microsoft, May 2026. AI mapping and pathways: Craig Stanley Studio. Verify figures and policy against your own systems before acting.

