

Prompt for Copilot:

Please tighten up the wording in the attached document and make it easier for the reader to understand and digest.

HR Draft Copy

Thank you for participating in the Talent Acquisition workgroup sessions at the end of June. Your feedback on the hiring and onboarding processes is helping shape enhancements now being developed for ArchHR.

The technical team is configuring these improvements to make ArchHR easier and more efficient to use. The Talent Acquisition team has begun testing and is working closely with the technical team to refine the solutions and ensure they work as intended.

We appreciate your patience as this work continues. As we move closer to completion, the project team will share additional updates and invite you to participate in hands-on testing. These sessions will give you an opportunity to preview the enhancements, work in the system and provide feedback before they are finalized.

Your feedback also highlighted important concerns about hiring timelines and their impact on payroll and benefits. Between February and September 2025, nearly 1,300 employees were hired, with more than 75% filling school positions. In August alone, more than 550 hires were initiated, increasing demand on payroll and benefits systems.

The data also shows the value of following established Talent Acquisition processes. From February through June 2025, more than 700 hires were processed with fewer than 10 payroll or benefits errors per month, an error rate of less than 1%. Consistent processes help reduce errors, even during periods of high hiring volume. The system enhancements underway are designed to better support those processes.

Several enhancements are focused on streamlining job postings, simplifying candidate tracking and improving communication tools. The goal is to reduce administrative work for school leaders and their delegates while supporting consistency and compliance across schools. Your participation in user testing will help ensure the tools are practical, efficient and responsive to your school's needs.

In addition, Rubin Brown is conducting an independent review of Talent Acquisition, HR, payroll and related systems and processes. The review will help prioritize key issues, including data cleanup, completion of system interfaces and long-term recommendations to improve efficiency, compliance and sustainability in support of the archbishop's goals.

Our goal is to build a compliant, efficient and sustainable system that reduces administrative burden, supports predictable workforce planning and allows you to focus on your mission. Thank you for your continued partnership as we work to improve the ArchHR experience.

Copilot also explained what it did:

What I improved

- **Clarity:** Simplified longer sentences and removed unnecessary wording.
- **Readability:** Separated the hiring-volume statistics from the explanation of what those numbers mean.
- **Flow:** Created a clearer progression from *thank you* → *work underway* → *testing* → *why it matters* → *improvements* → *broader review* → *goal*.
- **Repetition:** Consolidated repeated references to user testing and the enhancements.
- **Tone:** Kept it professional and collaborative without making it sound overly formal or corporate.
- **Key message:** Made the connection between consistent Talent Acquisition processes and fewer payroll/benefits errors more direct. [\[HR Draft - Before | Word\]](#)

I intentionally **did not turn this into an ultra-short or highly stylized piece**. The revised version still has enough context for an HR/project update, but it should require much less effort from the reader to understand the main points.