Prompt 2 for Copilot (completed right after the first request):

Can you add bullet points and/or other formatting to make it more scannable.

ArchHR Talent Acquisition Update

Thank you for helping us improve the hiring and onboarding experience. Your feedback from the Talent Acquisition workgroup sessions is helping shape enhancements now being developed for ArchHR.

WHAT'S HAPPENING NOW The technical and Talent Acquisition teams are configuring, testing and refining improvements to make ArchHR easier and more efficient to use.

What you can expect

- Additional project updates as the work moves closer to completion.
- Hands-on user testing so you can preview the enhancements and work in the system.
- An opportunity to provide feedback before the enhancements are finalized.

Why this work matters

Your feedback highlighted concerns about hiring timelines and their impact on payroll and benefits. The hiring volume underscores the importance of efficient, consistent processes:

- **Nearly 1,300 employees** were hired between February and September 2025.
- **More than 75%** of those hires filled school positions.
- **More than 550 hires** were initiated in August alone.
- **More than 700 hires** were processed from February through June 2025 with fewer than 10 payroll or benefits errors per month, an error rate of less than 1%.

The takeaway: Consistent Talent Acquisition processes help reduce errors, even during periods of high hiring volume. The enhancements underway are designed to better support those processes.

Enhancements underway

- Streamline job postings
- Simplify candidate tracking
- Improve communication tools
- Reduce administrative work for school leaders and their delegates
- Support consistency and compliance across schools

Your participation in user testing will help ensure these tools are practical, efficient and responsive to your school's needs.

Independent review

Rubin Brown is also conducting an independent review of Talent Acquisition, HR, payroll and related systems and processes. The review will help prioritize:

- Data cleanup
- Completion of system interfaces
- Long-term recommendations to improve efficiency, compliance and sustainability in support of the archbishop's goals

Our goal

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's Explanation:

What I changed

- Added **clear section headings** to guide readers through the update.
- Converted key information into **bulleted lists**, especially the hiring statistics and specific ArchHR enhancements.
- Added **bold emphasis** to the most important numbers and takeaways.
- Created a subtle **"What's happening now" callout** near the beginning so readers immediately understand the status.
- Added **"The takeaway"** after the hiring statistics to explain why those numbers matter.
- Shortened paragraphs and added more white space.
- Kept the entire update to **one page** so it feels concise and approachable.

The result is designed so someone can skim the headings and bullets first and still walk away understanding **what is happening, why it matters, what is changing and what comes next**.