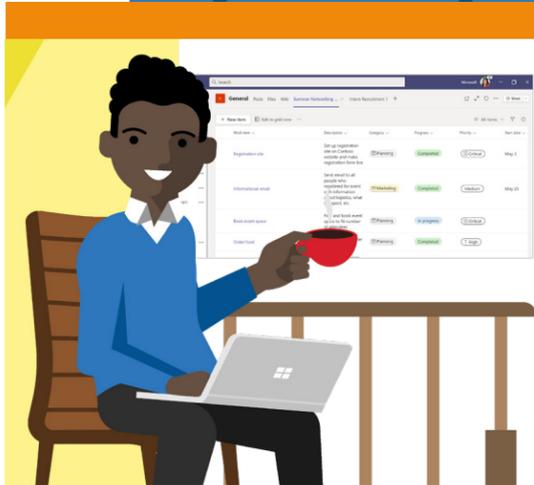


Microsoft Lists

Day in the life – HR Manager

Sean works in Human Resources for Contoso Brands, a large consumer goods company. He is in charge of putting together networking events for the company, as well as managing the early stage recruiting process for the summer intern program.



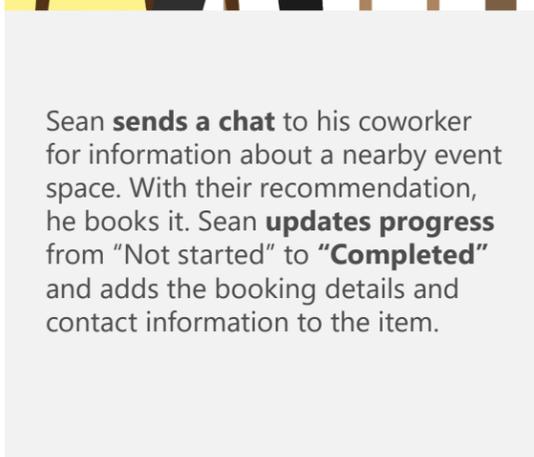
8:30 AM

As he drinks his morning coffee on his front porch, Sean clicks on the **Lists** tab in his team's Microsoft Teams channel called "Summer Networking Event". The list was created in Teams using the ready-made **Work progress tracker** template to track responsibilities for the event.

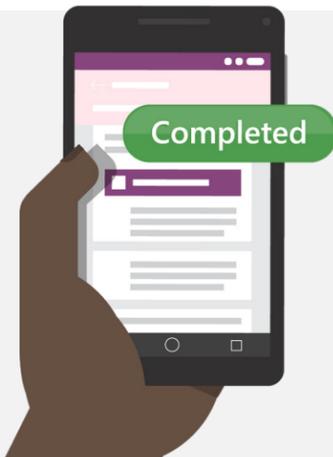


9:00 AM

Looking through the tracker, Sean notices that an item on the list labeled "Book event space" is **highlighted yellow** at the top, meaning the due date for the item is today.



Sean **sends a chat** to his coworker for information about a nearby event space. With their recommendation, he books it. Sean **updates progress** from "Not started" to "**Completed**" and adds the booking details and contact information to the item.



11:30 AM

It's time to prepare for a phone screen interview with a candidate applying for a summer internship. Sean **opens** the "Intern Recruitment" list in the recruiting Teams channel and **searches** the candidates' names to bring up her details. He reviews the resume **attached** to the list item. The interview goes well, and Sean decides to move the candidate to the next round.



12:00 PM

Sean opens the candidate's details in the recruitment list and **adds** Jane to the list item as the hiring manager for the next interview round. He **opens a chat window** alongside the list and **@mentions** Jane, asking her to check her schedule for availability. She **replies** that she has time next week and will reach out to the candidate to schedule an interview.



12:30 PM

During a **Lunch and Learn** about creating effective events, Sean learns that an afternoon snack break is **crucial** for re-energizing attendees during long events. He thinks this is a great idea and decides to incorporate it in the networking event.

2:00 PM

Sean **adds an item** titled "Order snack basket" to his Summer Networking Event list and sets the **due date** to next week. He adds himself as the owner.



4:00 PM

After receiving an **email** notifying him that the "Interview date" column in the Intern Recruitment list has been **updated**, Sean opens the list to see that Jane has scheduled an interview next week.



5:15 PM

As he wraps up for the day, Sean sends a registration form for the networking event to prospective attendees. He pulls up the Summer Networking Event list and **updates the progress column** for the "Amplify registration form" item to "**Completed**".



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