

# Automating Recruitment Process for Division 1 College Football Program

## **SphereGen Case Study**

The client, a prominent Division 1 football program, faced challenges in their recruiting process due to a disorganized workflow reliant on email and chat. This led to inefficiencies, including overlooked recruits and duplicated tasks. The solution involved automating the workflow using Microsoft Power Automate and SharePoint, creating a centralized system for storing recruit information and monitoring tasks.

Microsoft Partner

# OVERVIEW

As a perennial top Division 1 football program in the U.S., our client continuously works to evaluate and engage potential recruits. Unfortunately, their administrative workflow of tracking and verifying steps within the recruiting process was not streamlined and completely email and chat based, causing steps to fall to the wayside. Automating the flow allowed the recruiting team to achieve success in providing an efficient recruiting process, helping the football team to meet their yearly performance goals.

## Challenge

Each recruit had to go through multiple workflow stages. With assigned departments and regional teams handling each step, this flow added immense complexity and confusion. Since communication was done through email and chat in an unstructured fashion, there wasn't process oversight, resulting in some recruits being overlooked. Process inefficiencies allowed steps to be mistakenly repeated, ultimately delaying the recruitment process.

## Solution

Automate the Workflow using Microsoft Power Automate.

Using Power Automate alongside SharePoint has significantly improved the workflow. In this automation, SharePoint became the hub for storing recruit information, serving as a platform for monitoring finished and pending tasks. This centralized method not only provides visibility into each recruit's progress but also allows for smooth task reallocation from managers to student workers, boosting the adaptability and efficiency of task management.

This solution has replaced siloed and manual procedures with a streamlined and automated structure. Consequently, the monitoring and validation of each recruitment process has become more organized and dependable, decreasing the chances of tasks being duplicated or overlooked. This enhanced efficiency impacts every aspect of the recruitment process, speeding up goal achievement and delivering positive outcomes for the university.

# RESULTS

*Automated handling  
of player recruits  
specific information  
cards and next steps  
in process*

*Easy access to current  
and past recruits  
specific information  
cards*

*Important time  
savings*

# THE DETAILS

In handling claims clearing manually, our client was not only experiencing a time drain to complete the work - the availability of the workstation running the process was dedicated while the file transfers were running. In addition, Accounting was dependent on the clearing process to be complete before they could continue with some of their tasks.

Automating the process resolved these issues. The RCM staff gained roughly 25 minutes each day where they are free to work on other tasks. By running the automation early in the morning, Accounting's work is no longer dependent on the RCM team to complete the clearing process.

## APPROACH

### SharePoint Lists

SharePoint Lists function as a repository to organize task lists and store recruitment details, including emails. SharePoint acts like a hub, keeping a detailed history of all recruiting activities. Using SharePoint, authorized users can easily monitor the progress of recruits at each stage.

### Automated Task Notification

Moreover, with the help of Power Automate, automated bots continuously monitor the SharePoint database. Whenever there is a change in task status, team members receive notifications via Microsoft Teams. Additionally, timely reminders help ensure that tasks move forward smoothly keeping the recruitment process efficient and on track.

## CONCLUSION

The automation reduced confusion when reallocating recruit tasks to different team members, eliminated duplicate recruits, and expedited the finalization of the recruits. The automation also provided the recruiting team with a database on SharePoint that stores all data for current and past recruits, giving them easy access to all recruits the team has processed. The resolved issues gave the university a higher probability of accepting the chosen recruits to the program.