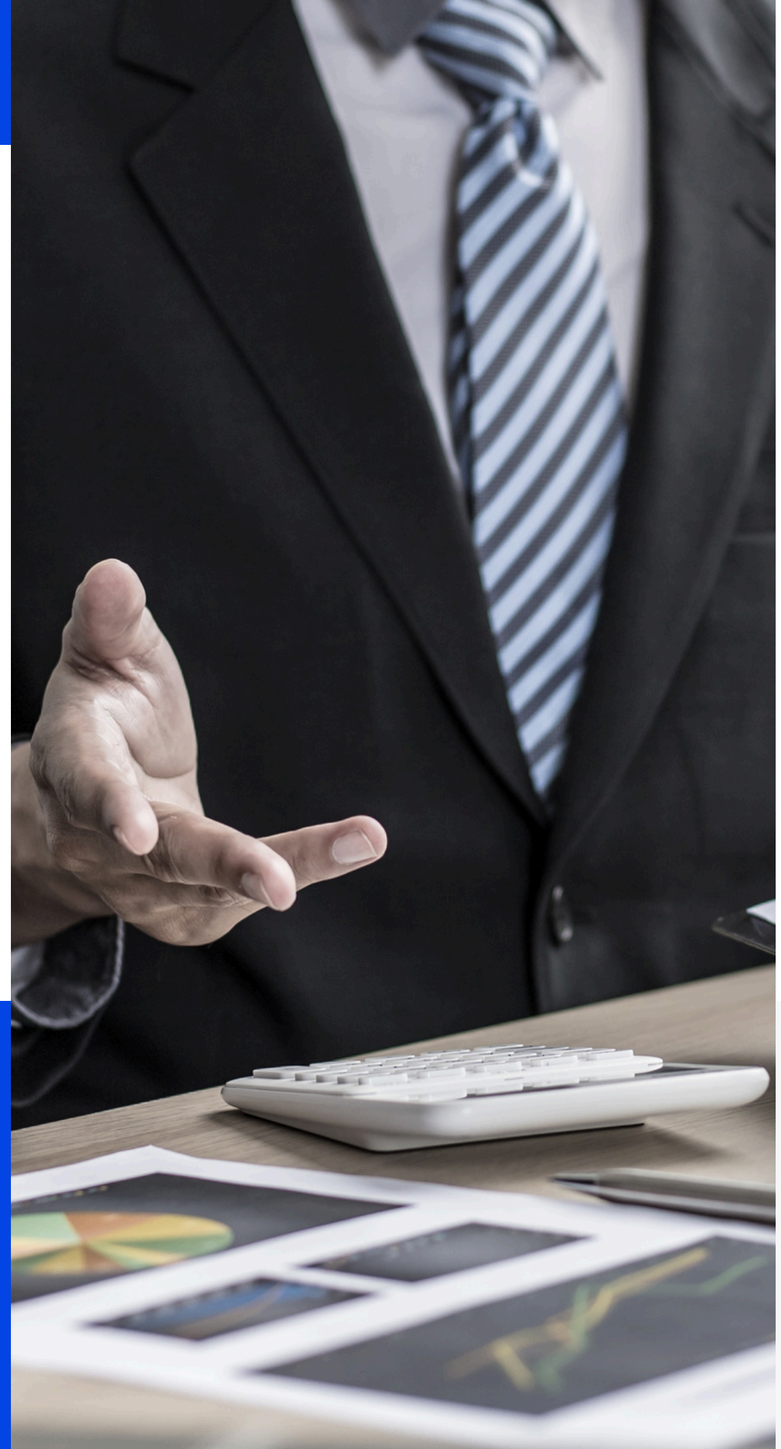
S3 SPARTANS

RESUME SCREENING

September 2024



CONTENT

01 Introduction

02 STAR Analysis

03 Technical Analysis

04 Our Team

S3 SPARTANS

INTRODUCTION

- **Problem:** HR teams face the challenge of manually screening a large volume of resumes and submitting candidate details, which is time-consuming and prone to errors.

- **Objective:** Automate the resume screening process and Microsoft Form submission to streamline candidate management for HR.

SITUATION

Time-consuming manual review process

Inconsistent data input due to human error

No real-time audit trail for submissions

TASK

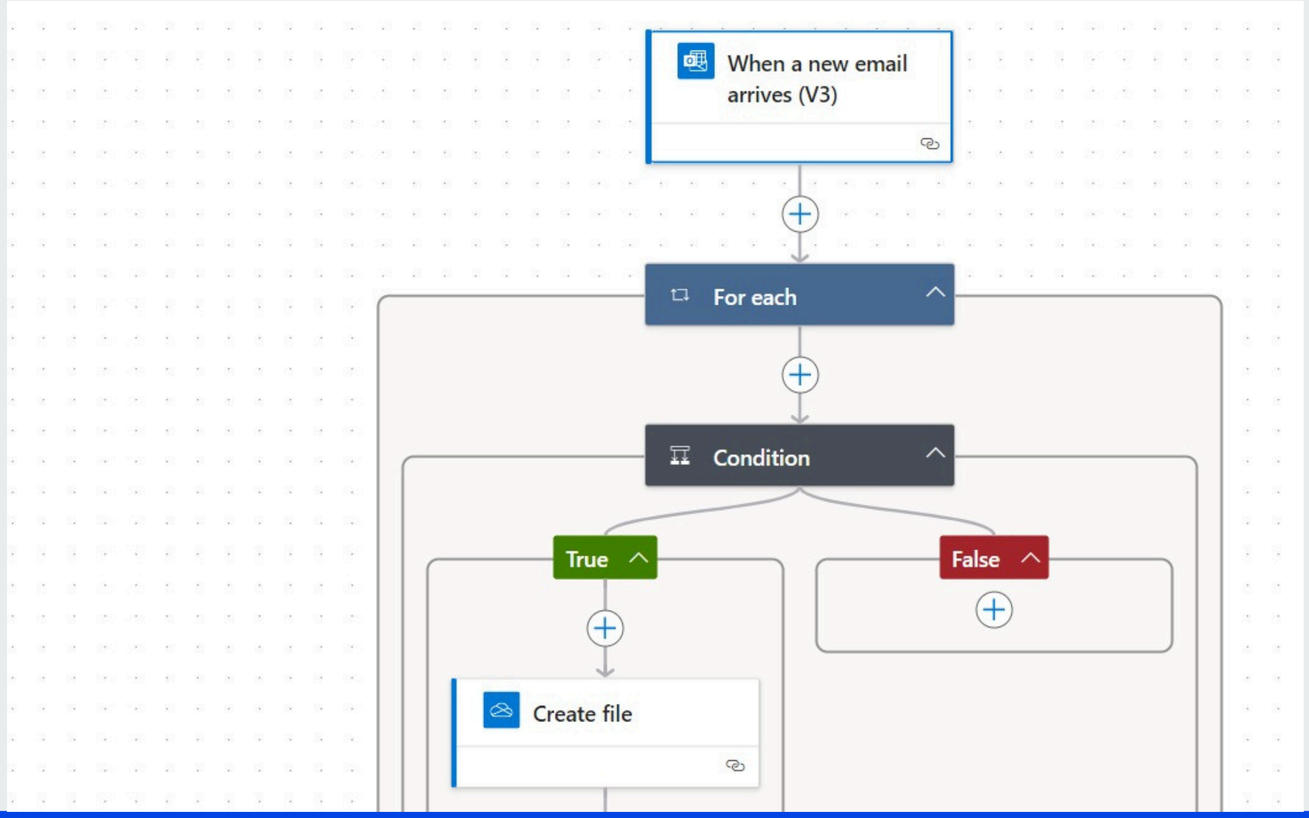
Develop an RPA solution using Power Automate to:

- Automatically fetch and filter emails containing resumes.
- Extract key details from attached PDF resumes.
- Submit the data into a Microsoft Form.
- Generate an audit report of processed applications.

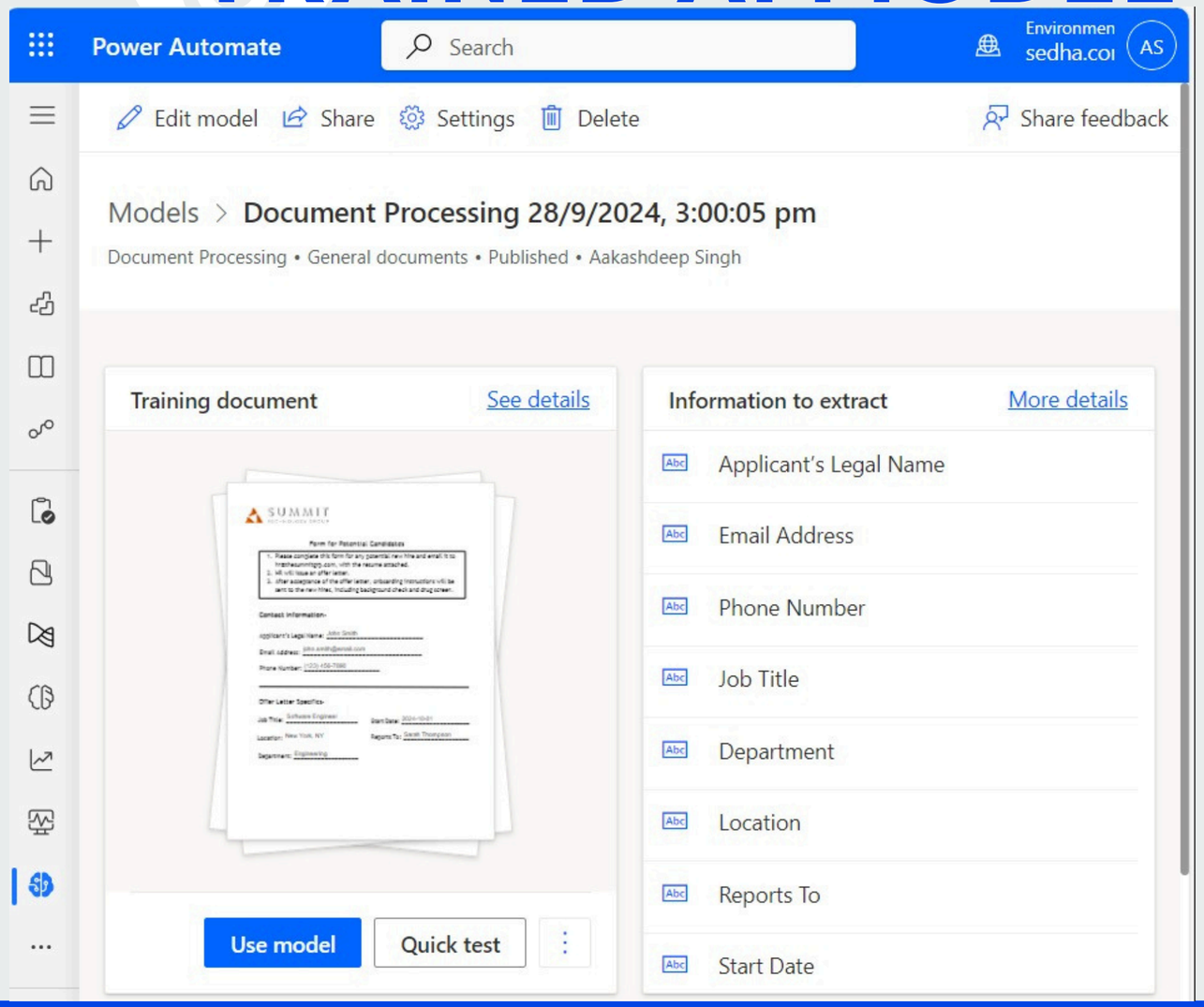
ACTION

- Email Filtering: Power Automate retrieves emails based on the subject line "STGi | New Hire(s)".
- Attachment Download: Automate downloading of PDF resume attachments.
- Data Extraction: Use Power Automate’s OCR capabilities to extract candidate details (name, education, experience) from the PDFs.
- Form Submission: Populate Microsoft Form fields with the extracted data automatically.

TECHNICAL ANALSIS

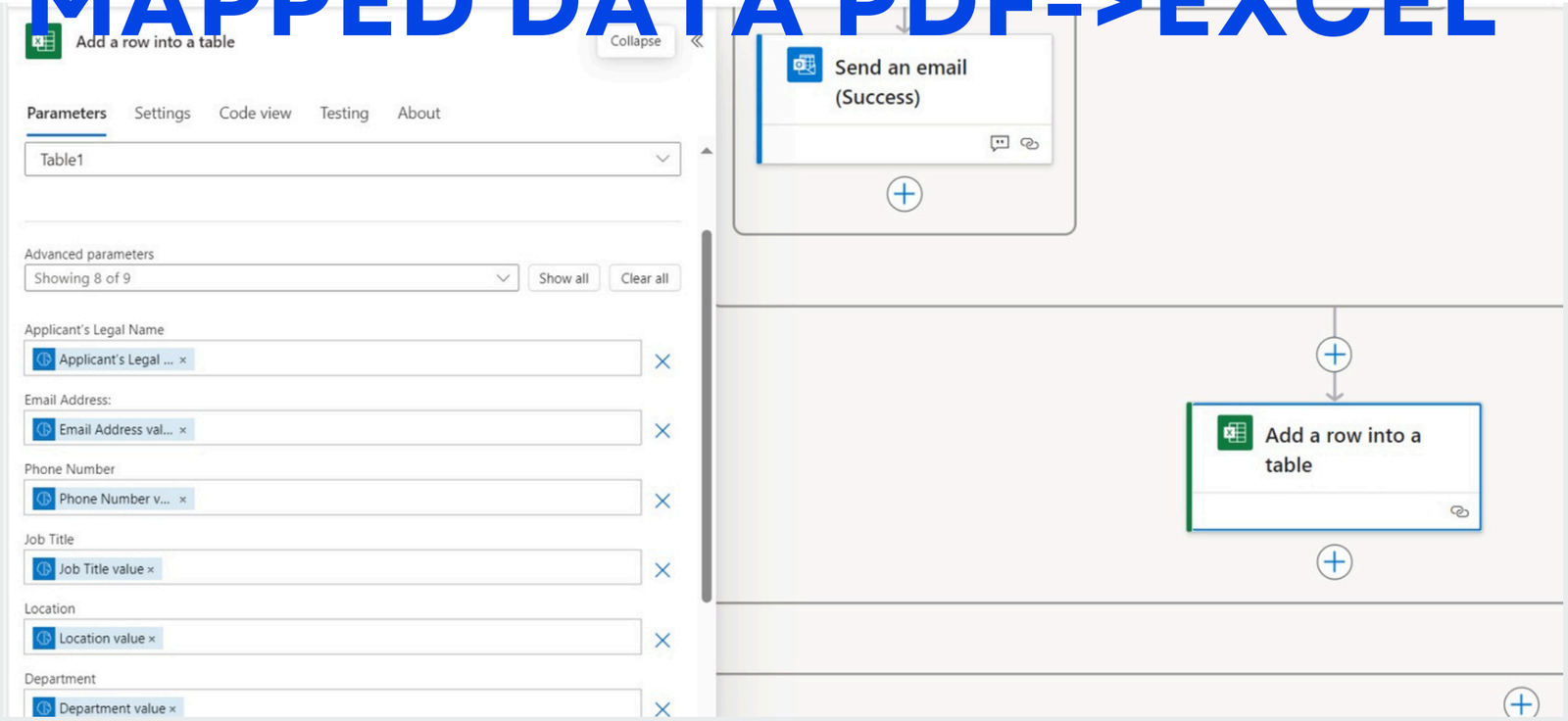


TRAINED AI MODEL

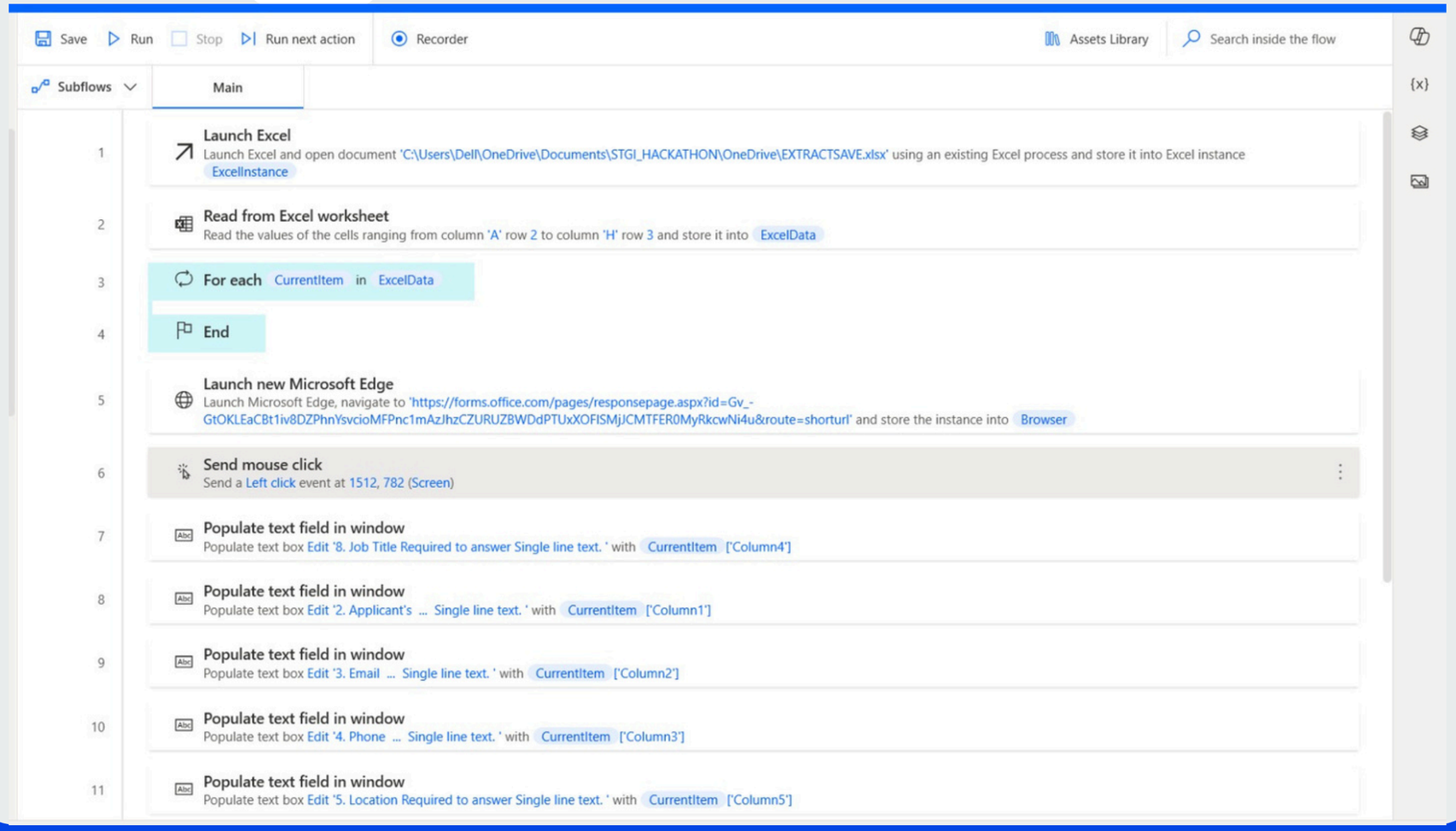


S3 SPARTANS

MAPPED DATA PDF->EXCEL

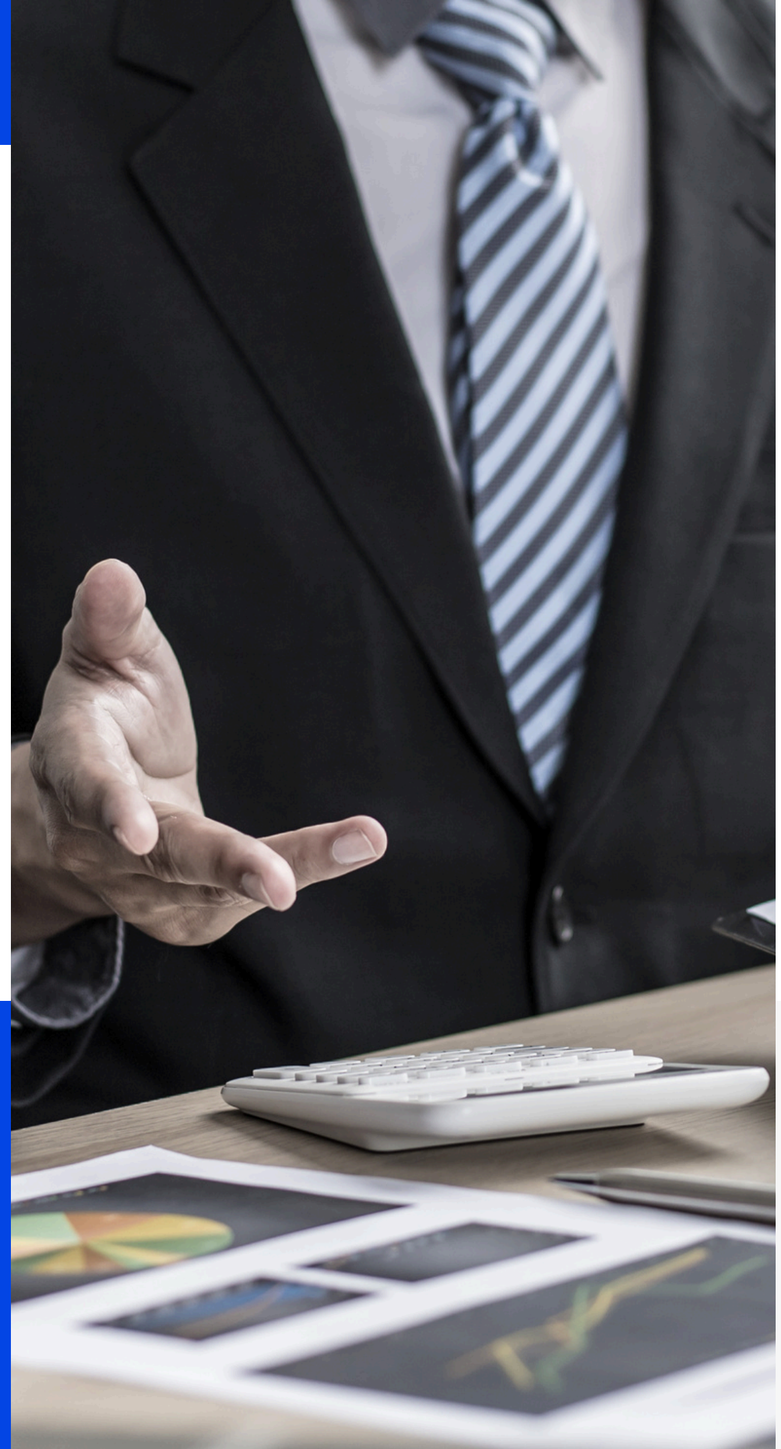


	A	B	C	D	E	F	G	H
1	Applicant's	Email A	Phone	Job Titl	Locatio	Departr	Start Date	Reports To
2	Olivia White	olivia.white	(678) 901-	Marketing	Boston, M	Business S	12-1-2024	Robert Green
3	Jane Smith	jane.smith	(555) 234-	Marketing	San Franc	Marketing	11-15-2024	David Lee
4								
5								


Save
Run
Stop
Run next action
Recorder
Assets Library
Search inside the flow
Subflows
Main
1 Launch Excel
Launch Excel and open document 'C:\Users\Dell\OneDrive\Documents\STGI_HACKATHON\OneDrive\EXTRACTSAVE.xlsx' using an existing Excel process and store it into Excel instance ExcelInstance
2 Read from Excel worksheet
Read the values of the cells ranging from column 'A' row 2 to column 'H' row 3 and store it into ExcelData
3 For each CurrentItem in ExcelData
4 End
5 Launch new Microsoft Edge
Launch Microsoft Edge, navigate to 'https://forms.office.com/pages/responsepage.aspx?id=Gv_-GtOKLEaCBt1iv8DZPhnYsvcioMFPnc1mAzJhzCZURUZBWDdPTUxXOFISMjJCMTFER0MyRkcwNi4u&route=shorturl' and store the instance into Browser
6 Send mouse click
Send a Left click event at 1512, 782 (Screen)
7 Populate text field in window
Populate text box Edit '8. Job Title Required to answer Single line text. ' with CurrentItem ['Column4']
8 Populate text field in window
Populate text box Edit '2. Applicant's ... Single line text. ' with CurrentItem ['Column1']
9 Populate text field in window
Populate text box Edit '3. Email ... Single line text. ' with CurrentItem ['Column2']
10 Populate text field in window
Populate text box Edit '4. Phone ... Single line text. ' with CurrentItem ['Column3']
11 Populate text field in window
Populate text box Edit '5. Location Required to answer Single line text. ' with CurrentItem ['Column5']

RESULT

- Efficiency: Time spent on manual resume screening reduced by 60-70%.
- Accuracy: Data extraction and form submission errors reduced significantly, improving data consistency.
- Scalability: The solution can handle a large number of emails and resumes, scaling with the organization's recruitment needs.
- Audit Trail: A complete log of all processed submissions is maintained for reference and accountability.



OUR TEAM

01 Aakashdeep Singh Sedha
-->solution architect

02 Pranzal Sharma
--> mapping data to excel

03 Rahul-->Form automate

04 Ashman Arora -->Ideation

S3 SPARTANS

THANK YOU

FOR YOUR ATTENTION