PROCESS DESIGN DOCUMENT

Project Name: Automated Interview Scheduling System (AISS)

Document Version: 1.0
Date: October 24, 2025
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1.0 Process Overview

This document outlines the **Current State (As-Is)** and the **Proposed Future State (To-Be)** of the interview scheduling workflow.

The objective is to transition from a **manual, high-latency communication model** to an **automated, linear workflow** that significantly reduces administrative overhead and candidate drop-off.

2.0 Current State Analysis (As-Is)

Objective

To visualize the inefficiencies in the existing manual email-driven scheduling process.

Visual

Process Analysis

- **Workflow Type:** Manual, Iterative (Back-and-forth)
- **Key Stakeholders:** Recruiter, Hiring Manager, Candidate

Identified Bottlenecks

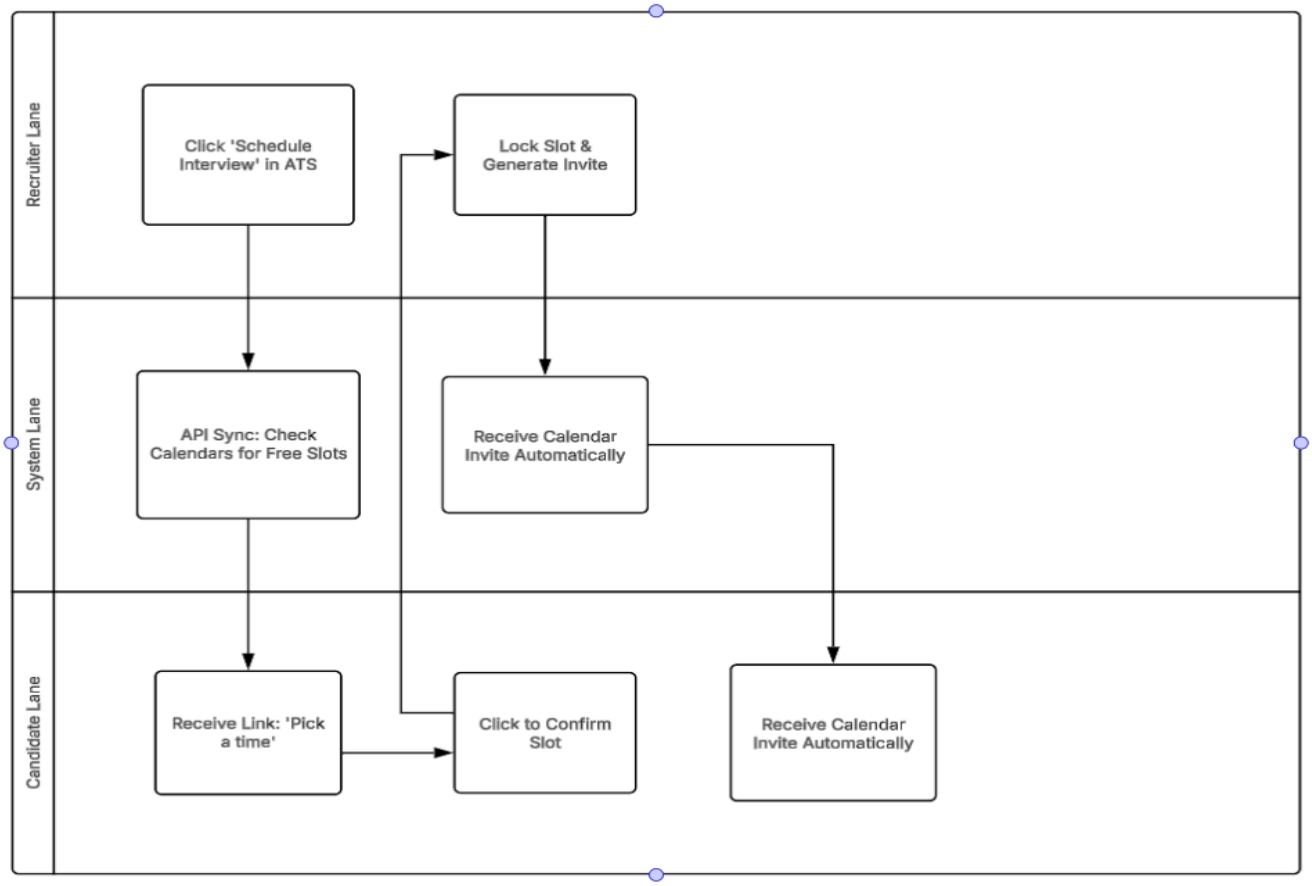
- **High Latency:** The feedback loop resets to the first step whenever a candidate or hiring manager declines a proposed time, causing multi-day delays.
- **Error Prone:** Manual calendar entries increase the risk of double-booking and incorrect meeting details.
- **Performance Metric:** Average Time-to-Schedule = **7.0 Days (Engineering)**

3.0 Future State Design (To-Be)

Objective

To visualize the optimized, automated workflow implemented by the AISS tool.

Visual



Process Improvements

- **Workflow Type:** Automated, Linear
- **System Role:** The AISS system functions as middleware, coordinating between stakeholders without manual intervention.

Key Efficiency Gains

- **Self-Service:** Candidates directly book available interview slots, eliminating email chains.
- **Instant Confirmation:** Real-time calendar API synchronization prevents booking conflicts.
- **Projected Metric:** Target Time-to-Schedule = **< 24 Hours**

3.1 Process Efficiency Metrics (Summary)

Metric	As-Is Process (Current)	To-Be Process (Proposed)	% Improvement
Avg. Time to Schedule	7.0 Days (Engineering)	< 24 Hours	**~85% Faster**
Recruiter Touchpoints	3-4 Emails per candidate	0 Emails (Automated)	**100% Reduction**
Candidate Drop-off	High (Due to delays)	Low (Instant confirmation)	**Significant**
Calendar Conflict Risk	High (Manual entry)	Zero (API Sync)	**Eliminated**