Introduction

In today's fast-paced recruitment environment, HR teams face the challenge of manually reviewing and processing the data of large volumes of resumes. This leads to time inefficiencies, human errors, and sometimes the risk of overlooking qualified candidates.

Our project aims to address these challenges by developing an Automated Resume Screening Bot that uses Robotic Process Automation (RPA) to:

- Automate the process of fetching and filtering resumes from emails.
- Extract relevant candidate details from PDF attachments.
- Input these details directly into a Microsoft Form.
- Generate detailed audit reports to ensure transparency and accountability.

Project Objectives

Automate Resume Screening

Eliminate the need for manual resume screening by using RPA to extract key information (such as candidate name, education, skills, and experience) directly from PDF attachments.

Streamline Form Submission

Automatically populate a Microsoft Form with the extracted data, ensuring a seamless and error-free submission process, reducing human involvement in repetitive data entry tasks.

Enhance Tracking and Reporting

Generate daily audit reports that log all processed submissions and errors, providing HR teams with detailed insights into the recruitment process and enabling quick troubleshooting when issues arise.

WorkFlow

Email Fetching

The bot fetches emails from a designated inbox and filters emails based on the subject line "STGi | New Hire(s)."

PDF Attachment Download

Download PDF attachments from the filtered emails and store them in a folder for processing.

Data Extraction

Use RPA tools to extract key candidate details (e.g., name, skills, experience) from the PDFs.

Microsoft Form Submission

Automatically populate the Microsoft Form with the extracted details, ensuring accurate data input with minimal human intervention.

Audit Report Generation

Create an audit report at the end of each day, recording the status of all processed emails, successful submissions, and any errors encountered.

Email Summary

Send a daily email summary to HR teams, including a copy of the audit report and an overview of all processed candidates.

Contributions

Ayush Mehta

Outlook Email fetching
Audit Report Generation

Kunal Garg

Outlook Email fetching
Microsoft Form Submission

Kushagra Singh
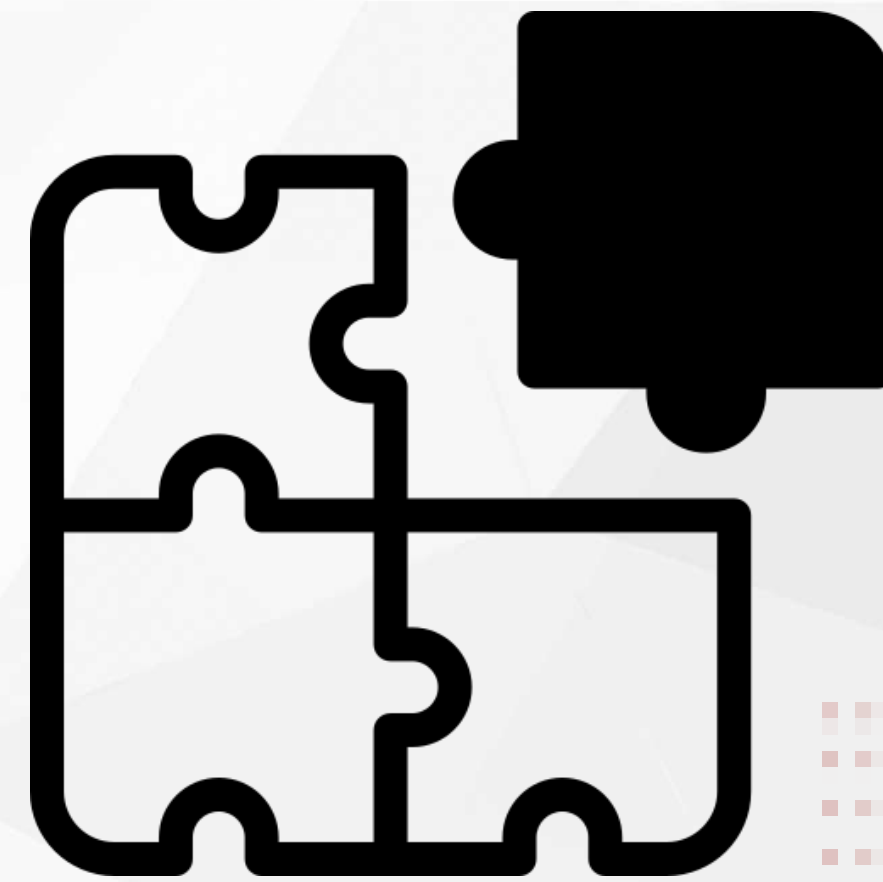
Outlook Email fetching
Data Extraction

Harsh Raj

 Gmail (IMAP/POP) fetching
Microsoft Form Submission

Siddharth Srivastava

Gmail (IMAP/POP) fetching
Data Extraction

Benefits and Impact

● **Time Efficiency**
  • Benefit: Automating resume screening and form submission significantly reduces the time HR teams spend on repetitive tasks.
  • Impact: HR professionals can focus more on strategic tasks, such as interviewing and assessing candidates, rather than manual data entry.

● **Scalability**
  • Benefit: The system can easily handle a high volume of resumes without additional manual effort.
  • Impact: Supports fast-growing organizations or periods of high recruitment demand, ensuring the process remains smooth and efficient.

● **Transparency and Accountability**
  • Benefit: Daily audit reports track all processed resumes, submissions, and errors, providing a clear record for future reference.
  • Impact: Enhances transparency in the recruitment process and enables HR teams to quickly identify and rectify issues.

Conclusion

Streamlining Recruitment with Automation: Our solution demonstrates how automation can revolutionize the recruitment process by eliminating manual, repetitive tasks like resume screening and data entry. Through the use of RPA, we've built a system that not only saves time but also enhances accuracy, scalability, and transparency for HR teams.

Future Prospects: As a next step, this solution can be further enhanced by integrating AI-based resume matching and candidate ranking algorithms to further refine the recruitment process.

Final Thought: By leveraging automation, HR teams can improve the candidate experience, reduce operational costs, and make data-driven hiring decisions faster and more efficiently.

BIG THANKS
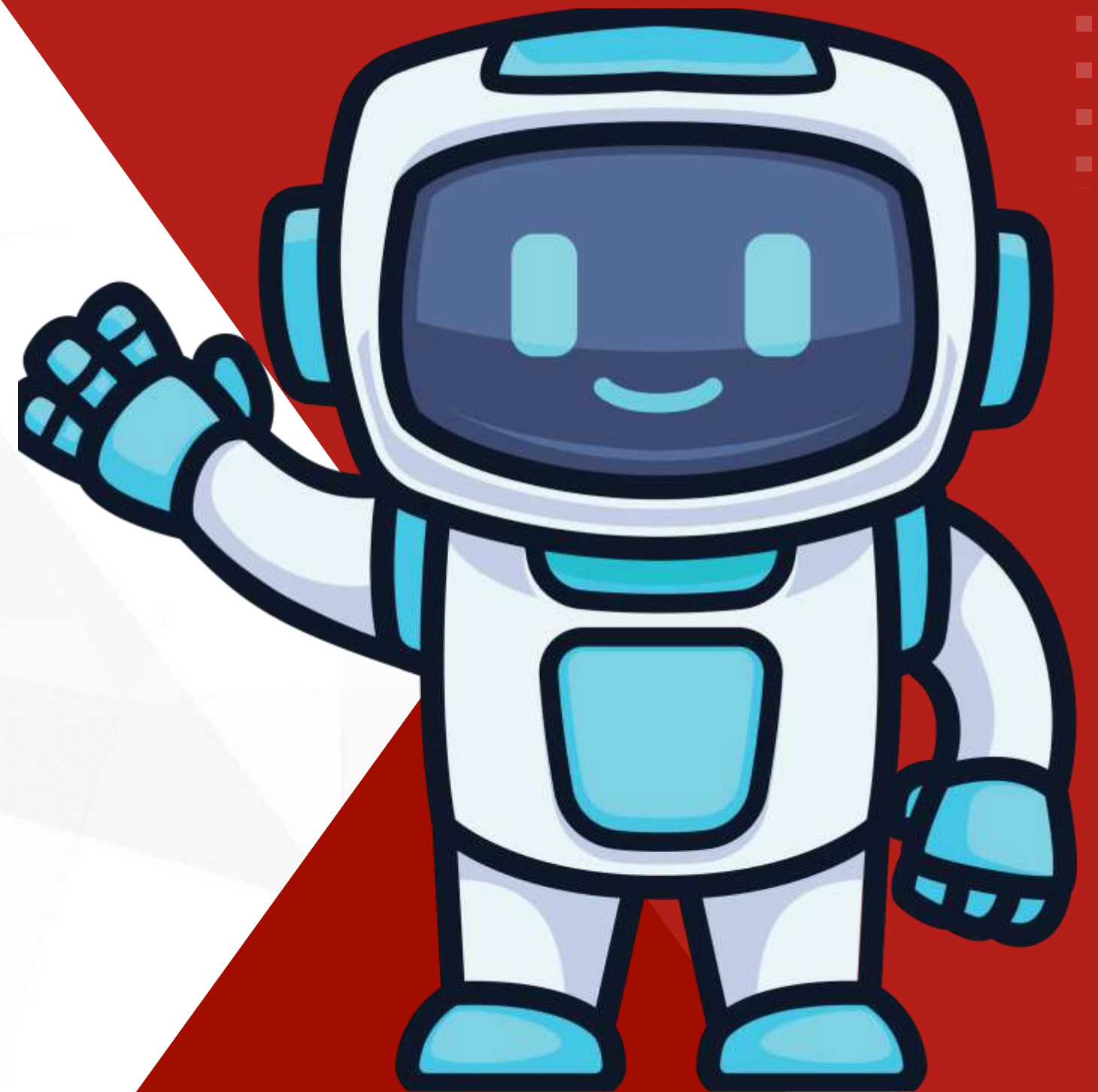
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