Automated Admissions & Interview Scheduling System

Built with n8n, Google Sheets, Google Calendar, Zoom API, Gmail & Slack

A fully automated workflow that collects student applications, validates data, schedules interviews, generates Zoom meetings, sends confirmation emails, and notifies your HR team — with zero manual work.

Key Features

- Real-time form submission via Webhook

- Auto-generated case number (from your front-end form)

- Data storage in Google Sheets

- Required-field validation

- Auto-scheduled Google Calendar interviews

- Instant Zoom meeting creation

- Personalized Gmail confirmation to students

- Automated Slack notifications for HR team

- End-to-end, fully automated workflow

Workflow Overview (Node by Node)

1. Webhook — "Student Form Submission"

Receives the student's application and case number in real time.

2. Google Sheets — "Save Student Data"

Stores all form entries in a spreadsheet for record-keeping.

3. IF — "Validate Required Fields"

Checks if all required fields are filled before continuing.

4. Slack — "Missing Data Alert"

Notifies HR if required data is missing so they can handle it manually.

5. Function — "Format Date & Time"

Converts system date/time into clean, readable values for the email and calendar.

6. Google Calendar — "Create Interview Event"

Automatically schedules the interview on the set date and time.

7. Zoom — "Generate Zoom Meeting"

Creates a private Zoom meeting and returns the meeting link.

8. Set — "Prepare Email Data"

Combines all details (date, time, Zoom link) into structured email variables.

9. Gmail — "Send Confirmation Email"

Send the student a personalized interview confirmation email.

10. Slack — "HR Notification"

Sends a formatted summary message to the admissions/HR Slack channel.

11. Webhook Response — "Return to Form"

Send a success response back to your front-end form.

Configuration Guide

FULL WORKFLOW CONFIGURATION DOCUMENT (Node-by-Node)

Project: Automated Admissions & Interview Scheduling System
Platform: n8n
Integrations: Google Sheets, Google Calendar, Gmail, Zoom API, Slack

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1. Webhook Node — "Student Form Submission"

Purpose

Receives the student application form in real time when the form is submitted.

Configuration

Field	Value
HTTP Method	POST
Path	`student-case-form`
Response Mode	On Received
Response Data	`{"status":"success"}`

Expected Input Fields

- fullName

- email

- phone

- dob

- gender

- program

- qualification

- address

- city

- country

- caseNumber (auto-generated by your HTML form)

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2. Google Sheets Node — "Save Student Data"

Purpose

Stores student form data for record-keeping.

Resource

- **Spreadsheet:** *Your target sheet*

- **Sheet Name:** *Students*

Operation

- **Append**

Fields Mapped

Column	Incoming Field
Case Number	`{{$json.caseNumber}}`
Full Name	`{{$json.fullName}}`
Email	`{{$json.email}}`
Phone	`{{$json.phone}}`
DOB	`{{$json.dob}}`
Gender	`{{$json.gender}}`
Program	`{{$json.program}}`
Qualification	`{{$json.qualification}}`
Address	`{{$json.address}}`
City	`{{$json.city}}`
Country	`{{$json.country}}`

3. IF Node — "Validate Required Fields"

Purpose

Checks if all required form fields are present.

Conditions

This node contains multiple rules:

Condition	Type	Check
fullName	String	is not empty
email	String	is not empty
phone	String	is not empty
dob	String	is not empty
program	String	is not empty

Routing

- **TRUE → Continue Workflow**

- **FALSE → Slack Notification (Manual Handling)**

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4. Slack Node — "Missing Data Alert"

Purpose

Notifies HR if any required field is missing or incorrect.

Configuration

Field	Value
Resource	Message
Operation	Post
Channel	`#admissions`
Message	`A student submitted incomplete information. Please schedule this interview manually.\nCase: {{$json.caseNumber}}\nName: {{$json.fullName}}`

5. Function Node — "Format Date & Time"

Purpose

Converts system date/time into readable text.

Code

```
const interviewDate = new Date();
interviewDate.setDate(interviewDate.getDate() + 1);

const formattedDate = interviewDate.toLocaleDateString("en-US", {
  day: "numeric",
  month: "long",
  year: "numeric"
});

const formattedTime = "3:00 PM";

return {
  formattedDate,
  formattedTime
};
```

6. Google Calendar Node — "Create Interview Event"

Purpose

Automatically schedules an interview in the calendar.

Operation

- **Create Event**

Fields

Field	Value
Summary	Interview — {{$json.fullName}}
Description	Case: {{$json.caseNumber}}
Start	{{$json.formattedDate}} 15:00
End	{{$json.formattedDate}} 15:30

---

7. Zoom Node — "Generate Zoom Meeting"

Purpose

Creates a private Zoom meeting for the student.

Operation

- **Create Meeting**

Fields

Field	Value
Topic	Interview — {{$json.fullName}}
Start Time	{{$json.formattedDate}}T15:00:00
Duration	30
Timezone	Asia/Karachi

Outputs Returned

- join_url

- meeting_id

- start_url

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8. Set Node — "Prepare Email Data"

Purpose

Combines all workflow data into one structured email object.

Fields Defined

Field	Value
studentName	`{{$json.fullName}}`
formattedDate	`{{$json.formattedDate}}`
formattedTime	`{{$json.formattedTime}}`
meetingLink	`{{$json.join_url}}`
rescheduleLink	`https://yourdomain.com/reschedule/{{$json.caseNumber}}`
id	`{{$json.caseNumber}}`

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9. Gmail Node — "Send Confirmation Email"

Purpose

Emails the student their interview schedule & Zoom link.

Operation

- **Send Email**

Fields

Field	Value
To	{{$json.email}}
Subject	Interview Confirmation – {{$json.fullName}}
HTML Body	*(Your full email template pasted here)*

Attachments

Type	Value
Image	Proven Solutions Logo (CID: proven_logo)

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10. Slack Node — "Send HR Notification"

Purpose

Alerts the HR/admissions team instantly.

Configuration

Field	Value
Channel	#admissions

Message

```
🎉 New Interview Scheduled
Name: {{$json.fullName}}
Case: {{$json.id}}
Date: {{$json.formattedDate}}
Time: {{$json.formattedTime}}
Zoom: {{$json.meetingLink}}
```

```
``` |

📌 **11. Webhook Response (Final Return)**

Purpose
Send final response back to the HTML form.

Response
```json
{"success": true}
```

Use Cases

Education Consultancies

Automate student onboarding and interview scheduling.

Training Academies / Bootcamps

Handle course applicants with instant scheduling and automated communication.

International Student Processing

Coordinate interviews across multiple teams, countries, and time zones.

Want It Customized?

Need this workflow adapted for your business or integrated with CRMs like HubSpot, Zoho, or Salesforce?

Open an issue or contact me directly.

Email: faryadshahfs@gmail.com
Whatsapp: +92 3122606427