SkyWater Automated Hiring & CRM System

This proposal contains all of the details & costs regarding the scope of work, timelines, and investment as requested by Hunter Smith.

A Need For Real CRM

Hi Hunter, I spent some time trying to boil down our conversation into the key challenges you and your team at SkyWater currently face:

1. Founders are manually handling shortlisting, task assignment, and follow-up, which is not scalable as SkyWater continues to grow.
2. There is no centralized CRM to track candidates, clients, and roles, making it difficult to see real-time status or prioritize the most important searches.
3. Critical steps in the hiring workflow depend on memory and ad-hoc communication, increasing the risk of delays, dropped candidates, and inconsistent candidate experience.
4. The lack of automation across practice areas (IT, Finance, Engineering, etc.) limits the team's ability to leverage their strong reputation and awards into even higher placement volume.

SkyWater Hiring OS

My proposed solution to this is a centralized, automated hiring system that replaces manual shortlisting, task assignment, and tracking with a simple, structured workflow. By combining a clean CRM with automation, it ensures every candidate and task moves through the process consistently without relying on founder time or memory.

- *Centralized Visibility* ~ Gives you one clear view of every role, candidate, and next step across all practice areas.
- *Workflow Automation* ~ Handles repetitive tasks like shortlisting, task creation, and reminders so the team can focus on high-value conversations.
- *Founder Time Back* ~ Pulls day-to-day coordination work off the founders' plates so they can focus on strategy and growth.

Milestones & Timeline

My proposed timeline is realistic and takes into account past experience designing and building similar systems. By incorporating the full scope above, I believe it would be most practical to divide the project up into these milestones.

Milestone 1: Discovery & Design (Days 1-3)
Confirm key workflows, fields, and views for SkyWater's hiring process and finalize the system architecture in line with your practice areas.

Milestone 2: CRM & Structure Build (Days 4-7)
Configure ClickUp spaces, lists, custom fields, and core views for roles, candidates, and activities.

Milestone 3: Automation & Testing (Days 8-11)
Implement Make automations for shortlisting, task assignment, and status updates, then test with sample roles and candidates.

Milestone 4: Refinement & Handover (Days 12-14)
Refine based on feedback, finalize dashboards, and walk the team through how to use and maintain the system.

Total Estimated hours: *40 hours.*

Delivery Timeline: *2 weeks*