MEMBER RECRUITMENT FORM (WORKFLOW)

The recruitment process begins with a Google Form designed to collect all important data from the applicants, such as email, name, course, year, mobile number, department preference, skills related to the chosen department, and reason to join E-cell.

When an applicant submits the form, his/her responses gets automatically stored in a connected Google sheet. This eliminates the need for any manual data entry and ensures that the information is properly organized, remains accurate, and available in one place.

Once a response is submitted by an applicant, he/she instantly receives an e-mail thanking them for filling the form. This e-mail also contains a copy of their responses so that they can cross-check again. It also provides the applicant with an option to edit his/her responses and any changes made by the applicant, also gets modified in the Google sheets.

Inside the Google sheets, the information is properly collected and organized. The information can also be sorted or filtered by the current academic year, chosen department, branch etc. It also provides a timestamp for all the responses.

In a nutshell, the entire system creates a smooth, professional, and fully automated workflow – from collecting responses to notifying applicants and managing data. This reduces workload, eliminates errors, and makes the recruitment process fast, organized, and efficient for the college society.