Hiring Request Portal

Enrollment Management Division | Finance & Business Strategy

CU I&E Awards Submission 2025

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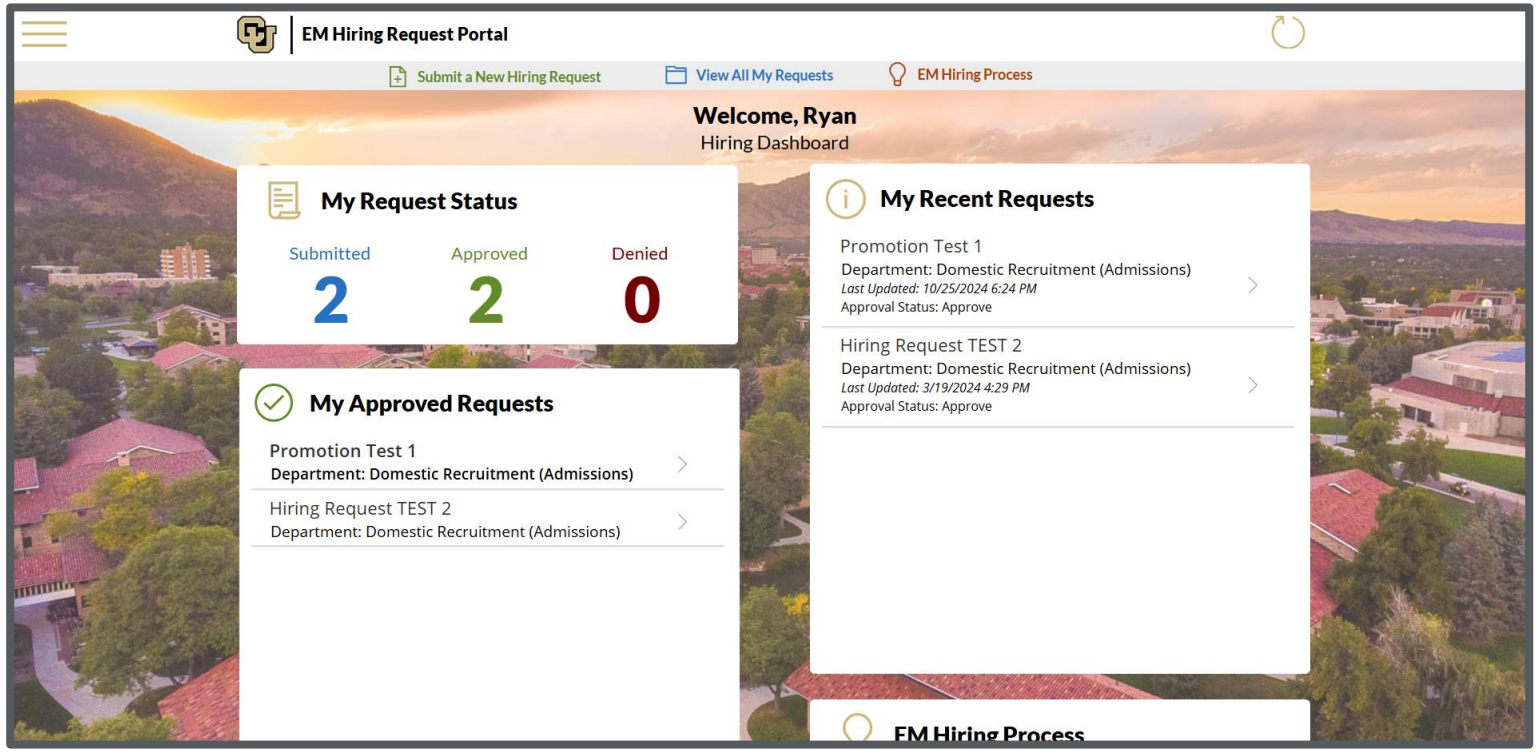
A Streamlined Hiring Request Process

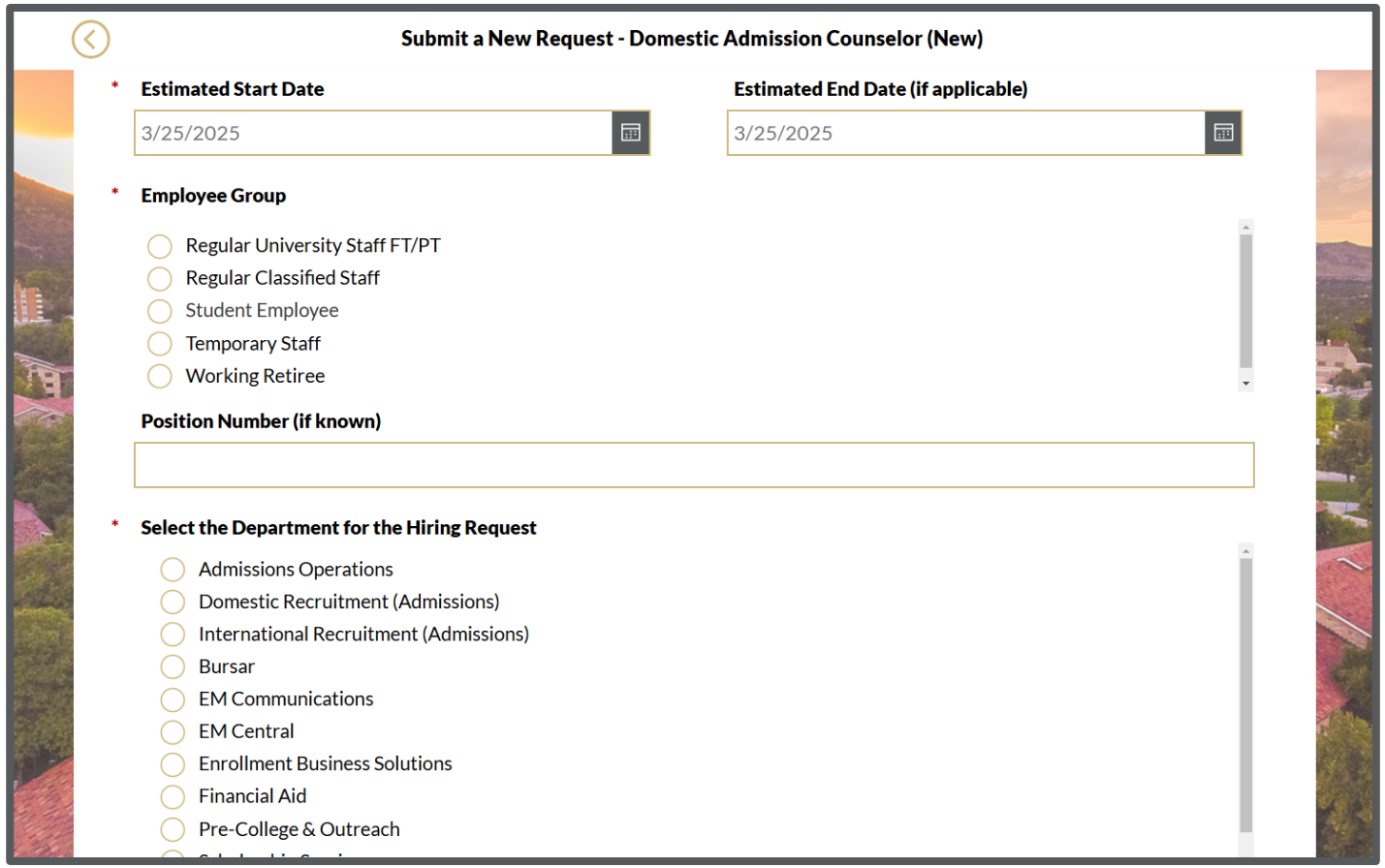
Prior to implementation of the new Hiring Request Portal, the hiring request process for both Enrollment Management and Finance & Business Strategy was disjointed and both divisions faced challenges managing hiring requests and promotions.

The Hiring Request Portal for both Enrollment Management and Finance & Business Strategy provided a fast, reliable way for both units to stay informed, focus on budget, and approve positions to ensure they did not reach Human Resources too soon.



A Streamlined Hiring Request Process

The Hiring Request Portal has allowed staff in both divisions to utilize a centralized, managed platform that encourages consistency with hiring. Here, all requests go through a similar approval process, ensuring that no position is approved without proper vetting and budget analysis, increasing use of internal controls and communication throughout both Enrollment Management and Finance & Business Strategy



To encourage consistency, many fields in the request form “auto-load”, preassigning various staff members to the approval process to ensure the position request is reviewed by the right individuals.

This form was intentionally designed to be easily understood and clear in the information that it requires. This has drastically shortened the time needed to train new staff members on the request process.

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An Automated Approval Workflow

Crucial to the success of the Hiring Request Portal is the automated approval workflow each request is sent through. Here, key partners and staff members review each request and approve via Microsoft Teams or Outlook to ensure consistency and budget availability.

Request form submitted by department HR Liaison

Request automatically sent to division budget administrator for approval

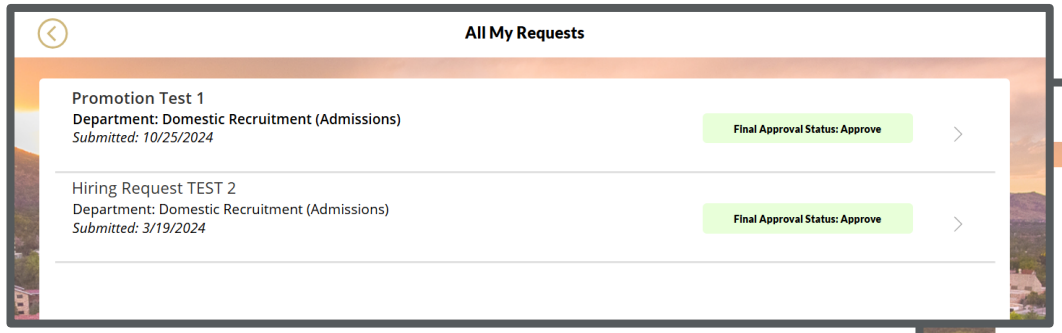
Approval request sent to involved stakeholders via automated Microsoft Teams and Outlook requests

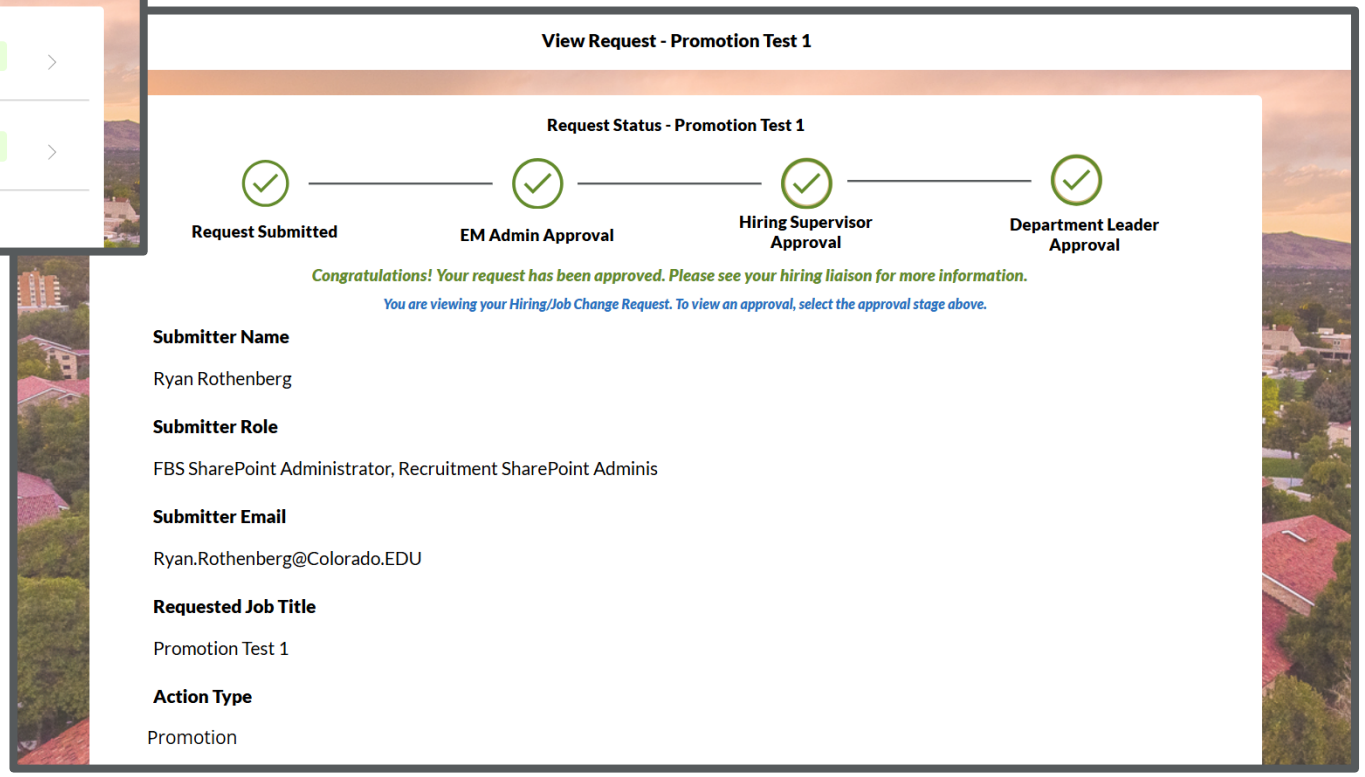
Position is Approved

Notifications automatically sent to submitter and position is added to Trello kanban

Real-Time Tracking & Updates

Throughout the approval process, the submitter can view the progress of their request utilizing real-time tracking tools incorporated into the Hiring Request Portal. If at any point the request is denied, the system will automatically notify the submitter and provide updates as to reasoning behind the decision.





Nomination Support Letter

Kristen Alipit

Director of Organizational Effectiveness & Engagement
Finance & Business Strategy Division

Finance and Business Strategy
UNIVERSITY OF COLORADO BOULDER

March 25, 2025

To the Innovation and Efficiency Awards Committee,

It is with great enthusiasm that I nominate Ryan Rothenberg for an Innovation and Efficiency Award in recognition of his exceptional work in designing and implementing a transformative hiring portal for the Enrollment Management and Finance and Business Strategy units at the University of Colorado Boulder. Ryan's innovative use of SharePoint, Power Apps, and Power Automate has streamlined a vital process, improving efficiency, internal controls, and communication across departments, maximizing impact with existing tools.

Prior to Ryan's work, both units faced challenges in managing hiring requests and promotions. Division leadership needed a fast, reliable way to stay informed, verify budget availability, and approve actions before they reached Human Resources. Across the campus, each department devises its own processes, resulting in inefficiencies and delays. Ryan stepped in and went above and beyond to create a centralized hiring portal that addresses these pain points.

The portal allows leaders to review and approve requests via Microsoft Teams or Outlook email, catering to their preferences while ensuring consistency. By integrating real-time data into a Trello Kanban board, Ryan ensured that HR liaisons within departments could track the hiring process from initiation to completion with full visibility. This system not only accelerates approvals but also allows us to monitor statuses, update leadership seamlessly during changes, and maintain accountability at every step.

What sets Ryan's contribution apart is his ability to harness tools already available to us—SharePoint, Power Apps, Power Automate, Teams, Outlook, and Trello—and transform them into a cohesive, user-friendly solution tailored to our needs. His work has alleviated the burden of manual tracking, reduced errors, and empowered leaders to make informed decisions. In an organization where departments often operate independently, Ryan's portal has become a unifying tool, setting a new standard for efficiency and collaboration.

Beyond the technical brilliance of this solution, Ryan's dedication to understanding our challenges and delivering a practical, scalable system reflects his commitment to excellence and CU Boulder. His efforts have saved time, improved budget oversight, and provided a replicable model that other departments could adopt. For these reasons, I wholeheartedly believe Ryan Rothenberg deserves recognition through the CU Innovation and Efficiency Awards. His work exemplifies innovation that enhances operational success and makes our lives easier every day.

Thank you for considering this nomination. I am happy to provide additional details or examples of Ryan's impact if needed.

Sincerely,

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