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# CU I&E Submission: Hiring Request Portal - Enrollment Management | Finance & Business Strategy [1]

## Category

HR Management
Technology

## Submitted By

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## Project Team

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## Project Description

The Hiring Request Portal is a tool for the entire Enrollment Management (EM) and Finance & Business Strategy (FBS) Divisions to utilize to streamline hiring and employee promotion requests. Here a simplified, automated PowerApps website and form allows the user to submit important hiring information and automatically triggers an approval workflow, connecting the request to all involved stakeholders and supervisors for approval. This tool tracks the approval process in real-time, relaying up-to-date information to the submitter and once approved, uploads all information into Trello for posting to Avature. Through this system, leadership can accurately verify budget availability for the position and approve the request prior to it reaching the Human Resources team.

## Project Efficiency

Before the EM & FBS Hiring Request Portals, there was no single way that staff members would submit hiring requests for approval in the division. Each department had their own submission and approval process and although more recently was slightly automated with a Microsoft Form, there was never a streamlined system where HR liaisons for each department could submit these requests. Additionally, there was no automated approval process, requiring large amounts of time to be spent by each HR liaison to individually communicate to each stakeholder involved to get their approval; significantly increasing time spent in the hiring request process.

## Project Inspiration

As the Enrollment Management and Finance & Business Strategy divisions have continued to grow since the pandemic, the amount of time being taken up by hiring requests and approvals has significantly increased. What was once only a handful of requests each semester has grown significantly and requiring more and more time by our HR liaisons and involved stakeholders. We saw this as an opportunity to simplify this process and automate much of the manual work in requesting each approval, allowing members of our team to focus more directly on our current and prospective students.

## What Makes You Happiest about this Project?

I am so proud of the work done to develop this new tool for our team. Since it's launch in July of 2024, it has seen 102 hiring request submissions across various departments within EM and has saved hundreds of hours of work within the approval process. This has become a favorite staff tool with many positive comments on the ease of use and efficiency of the new process. Additionally, this tool saw so much success within Enrollment Management, that as of March 2025, it has also been developed and implemented within Finance & Business Strategy to strong positive feedback.

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