WISCONSIN SHRM STATE CONFERENCE

Technology doesn't replace you. It elevates you.

Jeff Arnold

4Spot Consulting

THE LADDER

3

Your own people

Helping people inside the building find each other.

2

Everyone outside

Candidates, new hires, people on their way out.

1

Your time

The follow-ups, the copy-paste, the scheduling.

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The OpsSprint Method™

- Identify the friction
- Document the steps
- Automate the clicks

OPSSPRINT · STEP 1 OF 3



Identify the friction.

What do you do over and over, with almost no judgment?

- Interview scheduling
- Candidate follow-ups
- Offer letters
- New-hire paperwork
- Shutting off access
- ATS data into your HR system

One bite at a time. Small enough to build in a week.

Write it in box one of your OpsMap.

OPSSPRINT · STEP 2 OF 3

Interview scheduling, documented.



01
Candidate reaches interview stage

02
Check the manager's calendar

03
Send the candidate three times

04
Candidate picks one

05
Book it, add the video link

06
Update the record

07
Send reminders

08
Chase the feedback

THEN EVERY IF-THEN

- Manager isn't set up
- No open times in 5 days
- Candidate doesn't reply
- None of the times work
- Another time zone
- Slot gets taken
- Candidate cancels
- No feedback

OPSSPRINT · STEP 3 OF 3 · AUTOMATE THE CLICKS

Match the help to the task.

IT FOLLOWS RULES

Automation

Same steps, every time. Start here.

IT IS READING

AI, with a person checking

Resumes, PDFs, summaries.

SEVERAL STEPS, ONE GOAL

An agent

Works toward the goal, one step at a time.

OPSSPRINT · STEP 3 OF 3 · AUTOMATE THE CLICKS

Three ways to get it built.

DO IT YOURSELF

You

With a no-code tool.

BRING IT IN

Your IT team

With your map and your number.

HIRE IT DONE

Someone who builds this for a living

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YOUR NEXT WEEK

One task. One week.

01

Find your number

Box two on your OpsMap

02

Map it

Every step, every if-then

03

Pick the tool

What already connects

04

Test it

You first, then a dummy record

05

Run it small

One team or one opening

No second task until the first one runs clean.

Scan for:

- The Start Here guide
- My contact info
- Leave your feedback

Jeff Arnold · Jeff-Arnold.com

Or go to

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Enter the code TALK