

Hiring a student at CSUB shouldn't feel like solving a puzzle.



The CSUB AI Workflow Assistant makes the process simple, fast, and stress-free.



Built through the
AI Summer Camp
at Cal Poly



OUR TEAM



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The Problem

Staff spend too much time searching instead of helping students.



Too many forms

Multiple forms and documents are required, and it's hard to know which one to use.



Approval routing is confusing

It's unclear who needs to approve what, and in what order.



Policies are hard to find

Information is spread across many documents and different systems.



Staff spend too much time searching

Time spent looking for answers could be spent supporting students.



This slows down hiring and creates frustration for both staff and students.

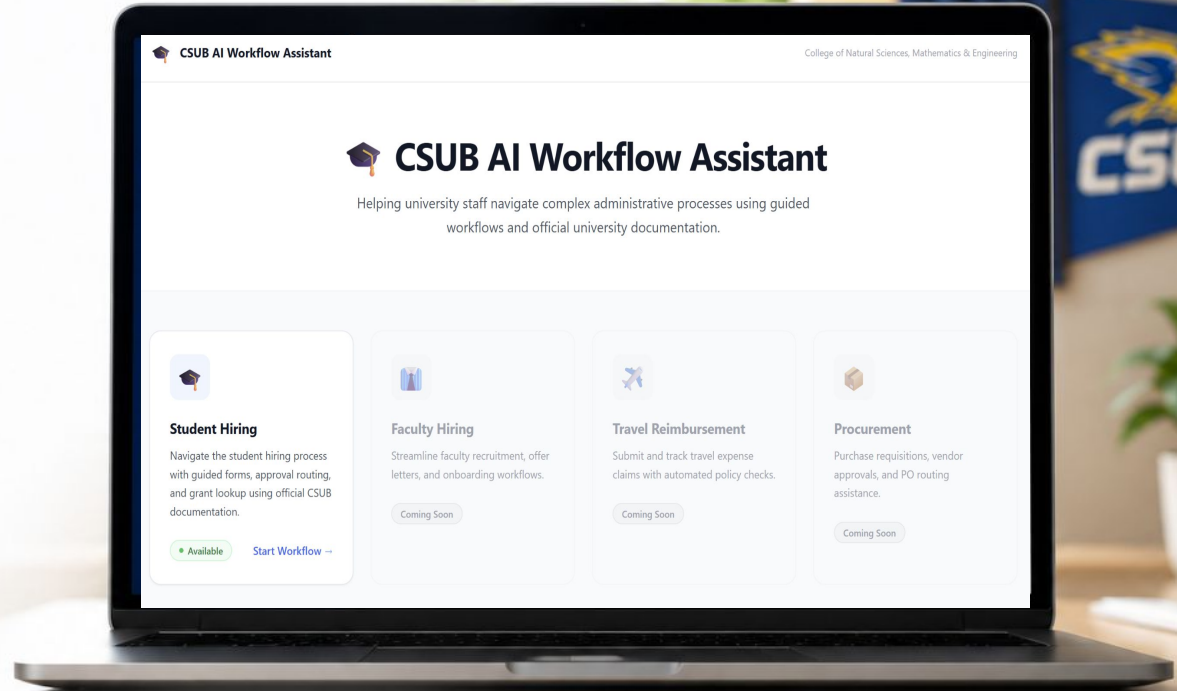


Student Hiring Process

- ☐ Job Requisition
- ☐ Budget Approval
- ☐ HR Review
- ☐ Background Check
- ☐ Final Approval
- ☐ ???

What if one assistant could guide the entire process?

We built a simple, all-in-one assistant that helps CSUB staff hire students with confidence.



Hiring Workflow

Step-by-step guidance to complete the hiring process correctly and efficiently.

✓ *Reduces mistakes and saves time*



Policy Questions

Ask any question and get clear answers from official CSUB documents.

✓ *Accurate, reliable, and up-to-date*

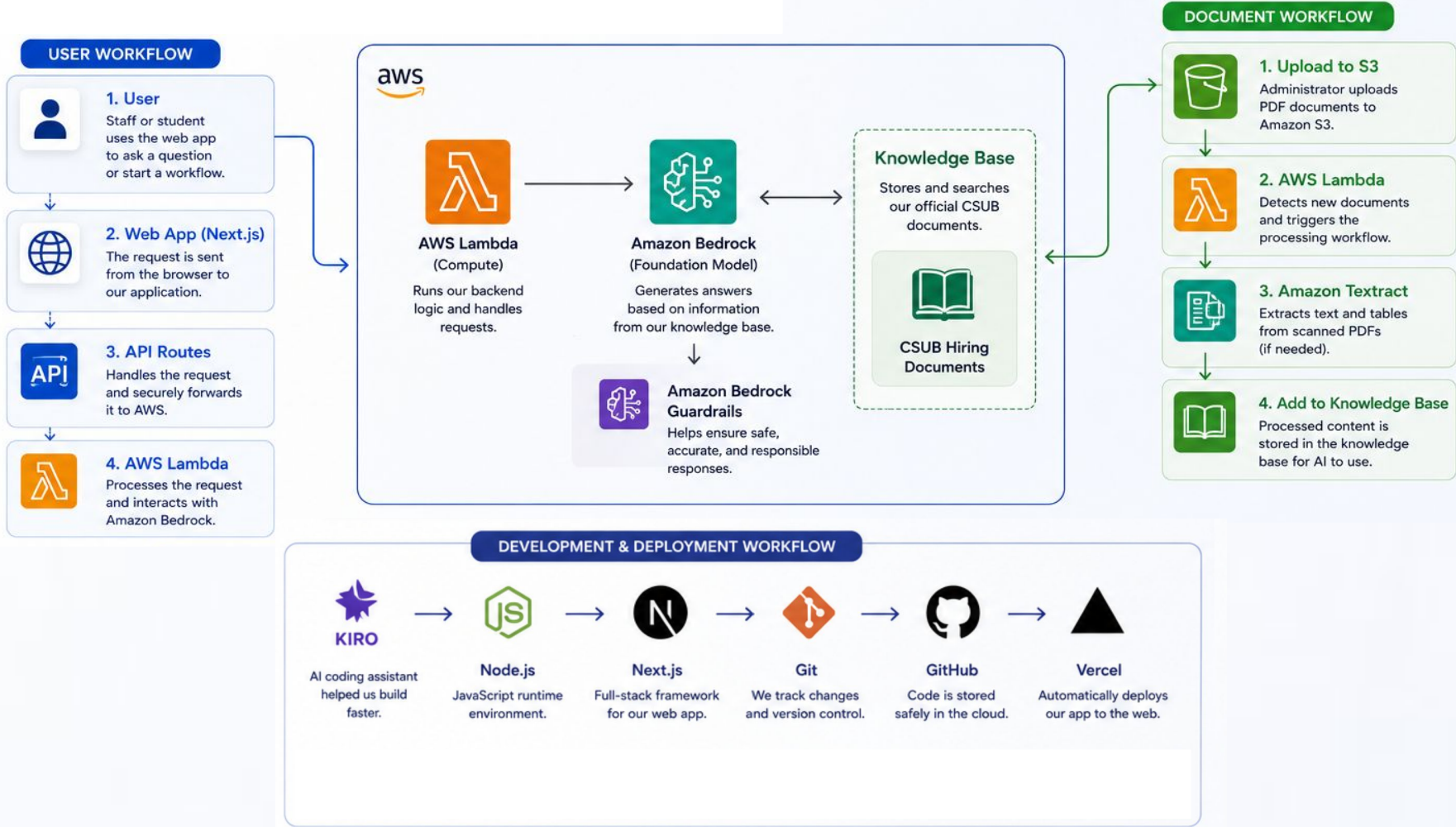


Grant Lookup

Find grant requirements, rules, and important information in seconds.

✓ *Find what you need, fast*

What happens behind the scenes?



Updating documents is now automatic.

When a new or updated document is added, our system processes it and makes it instantly available to the assistant.



No developer is needed when policies change.
Upload, process, and go!

DOCUMENT WORKFLOW



student-hiring-documents-artur [Info](#)

Objects

Metadata

Properties

Permissions

Metrics

Objects (4)

 [Copy S3 URI](#)

Objects are the fundamental entities stored in Amazon S3. You can use [Amazon S3](#) [Learn more](#)

 Find objects by prefix

☐	Name	Type
☐	 lookup/	Folder
☐	 processed/	Folder
☐	 rag/	Folder
☐	 raw/	Folder

Folder	Purpose
 raw/	New documents uploaded by the administrator.
 processed/	Text extracted from the uploaded documents.
 rag/	Documents prepared for the AI Knowledge Base.
 lookup/	Structured data used for exact lookups.



Why this matters

Our automation ensures the assistant always uses the latest information — without manual work.



Always Up-to-Date

New information is available to users right away.



No Developer Needed

Staff can update documents without technical help.



Secure & Reliable

Documents are stored securely in AWS and processed safely.



Improved Accuracy

The assistant provides answers based on the newest content.

Well Documented. Built for Impact.

1 README.md

Repository onboarding and project overview for contributors.

```
1 # Student Hiring Assistant
19
20 ## Current MVP Features
21
22 - Conversational chatbot
23 - Guided hiring workflow
24 - New-hire and continuing-hire determination
25 - Form 105 and Form 108 recommendations
26 - Stateside, Foundation, and Grant routing guidance
27 - Grant Fund # lookup
28 - PI, analyst, project number, and CO-PI display
29 - Final submission checklist
30 - Conversation state
31 - Modular Decision Engine
32 - Amazon Bedrock integration
33 - Retrieval Augmented Generation (RAG) support
34
35 ## Technology Stack
36
37 ### Frontend
38
39 - Next.js
40 - React
41 - TypeScript
42 - Tailwind CSS
43
44 ### Application Logic
45
46 - Intent detection
47 - Conversation state
48 - Decision Engine
49 - Hiring workflow rules
50 - Grant lookup
51 - Form guidance
52 - Response generation
53
54 ### AWS Services
55
56 **Currently Implemented**
57
58 - Amazon S3
59 - Amazon Bedrock
60 - Amazon Bedrock Knowledge Bases
61
62 **Planned**
63
64 - AWS Lambda
65 - Amazon Textract
66
67 ## Documentation
68
69 - [docs/project_overview.md](docs/project_overview.md) - Problem statement, stakeholder
70 - [docs/architecture.md](docs/architecture.md) - Technical architecture, request flow,
```

2 Project Overview

A stakeholder-focused overview of the problem, users, solution, and the role of AI.

```
docs > PROJECT_OVERVIEW.md > # Project Overview > ## Document Purpose
1 > **Status:** This document reflects the current prototype as of July 2026. Features, workflows, and
2
3 # Project Overview
4
5 ## Purpose
6
7 The Student Hiring Assistant is an AI-assisted web application developed during the CSU AI Summer
8
9 The project combines structured workflow guidance with Retrieval Augmented Generation (RAG) to help
10 or manual document searches.
11
12 ---
13
14 ## The Problem
15
16 Student hiring requires staff to navigate multiple forms, funding sources, approval paths, grant re
17 and department knowledge, resulting in repetitive questions, inconsistent guidance, and unnecessary
18
19 ---
20
21 ## Our Solution
22
23 The Student Hiring Assistant provides a single interface that combines:
24
25 - guided hiring workflows;
26 - grant lookup;
27 - conversational policy questions;
28 - AI-powered retrieval from official university documentation;
29 - grounded answers with citations.
30
31 Rather than replacing university processes, the system supports them by making institutional knowle
32
33 ---
34
35 ## Who Benefits?
36
37 The application is designed for:
38
39 - department staff;
40 - faculty supervisors;
41 - grant administrators;
42 - student employment coordinators;
43 - administrative personnel supporting hiring workflows.
44
45 ---
46
47 ## Why AI?
48
49 The Student Hiring Assistant applies AI where it provides clear value while keeping institutional e
50
51 Student hiring involves navigating policies, forms, funding requirements, approval workflows, and s
52 to manually search documents or rely on institutional memory, the assistant retrieves relevant info
53
54 The application combines deterministic workflow logic with Retrieval Augmented Generation (RAG). R
55 CSU AI Summer 2026
```

3 Architecture Document

The technical implementation, request flow, AWS services, and system design.

```
docs > ARCHITECTURE.md > # Student Hiring Assistant - Architecture Document > ## 4. Assistant Engine Architecture
1 # Student Hiring Assistant - Architecture Document
2
3 ## 4. Assistant Engine Architecture
4
5 The chatbot processes each user message through a pipeline of modular components:
6
7 ...
8
9 User message
10
11 ↓
12
13 Intent Detector → Classifies what the user is trying to do
14
15 ↓
16
17 Information Extractor → Extracts values (hire type, funding source, fund #)
18
19 ↓
20
21 Conversation State → Updates session memory with new values
22
23 ↓
24
25 Workflow Tool → Applies official rules (form, route, checklist)
26
27 ↓
28
29 Grant Lookup Tool → Searches spreadsheet data by Fund #
30
31 ↓
32
33 Response Builder → Builds a friendly, one-question-at-a-time reply
34
35 ↓
36
37 Chatbot response
```

The Impact

Our AI Workflow Assistant saves time, reduces confusion, and helps CSUB staff focus on what matters most—students.



Faster Hiring

Reduces time spent searching for forms, policies, and approvals.

Save hours on every student hire.



Easier Forms

Guided workflows and automatic form suggestions make the process simple and accurate.

Fewer mistakes.
More confidence.



Trusted AI Answers

Get accurate answers from official CSUB documents with source citations.

Reliable information you can count on.



Easy Document Updates

Documents are automatically processed and updated—no developer needed.

Always up-to-date, always ready.



Built for today. Ready for tomorrow.

Today, we solved student hiring. Tomorrow, this same platform can support faculty hiring, travel, procurement, and many other university workflows.



One assistant. Many workflows. **A better experience** for everyone at CSUB.

Thank you! Questions? 