

REPORT · PROCESS AUDIT

Business process audit

Talent agency (sample)

PREPARED FOR

Talent agency (sample)

REPORT DATE

28 October 2026

Digital maturity: 2/5 — Developing

19 h

less routine per week

PLN 29,184

value per year

85%

fewer manual errors

4

processes to automate

How to read this report

AI prepared this report from your website's public content and your form answers. It is a proposal to assess, not a ready-made decision — you choose what to implement, when and with whom.

Technology

n8n, AI and integrations on the tools you already use.

Human in the loop

AI prepares, a human approves decisions.

Wellbeing

Less routine and overload — more time for meaningful work.

This report is indicative — an AI-prepared estimate and a first step in assessing automation potential, not a commercial offer or a binding quote.

01

Company profile

A sample talent agency with a small team: it recruits and manages talent, organises photo sessions and runs campaigns for brands. Enquiries and applications arrive through the website form, e-mail and social media, while data on talent, sessions and campaigns lives in several spreadsheets. Retyping data and coordinating schedules take up most of the time.

TOOLS

- Google Workspace
- Spreadsheets
- Social media
- Website form

02

Processes to automate

We point to 4 processes where a system can take over the routine — from the highest priority. For each one we mark the decision that stays with a person.

1

Pre-screening of candidate applications

- Priority: High
- Less routine: 6 h/week
- Effort: Medium

Today

The person in charge of recruitment manually reviews every application from the form and the inbox, checks that materials are complete and copies the data into a spreadsheet.

After automation

Applications land in a single list with complete data; the system flags gaps, asks candidates to fill them in and sorts applications by agreed criteria.

- A human decides

A person decides whom to invite — the system only organises applications and makes suggestions.

Tools: n8n · Google Workspace · AI

2

Campaign ROI reports

Priority: High

Less routine: 4 h/week

Effort: Complex

Today

Campaign results are collected by hand every week from several platforms and pasted into a spreadsheet for the client.

After automation

Platform data flows automatically into one overview, and the client report is built from a fixed template.

- A human decides

The campaign manager adds conclusions and comments before the report goes to the client.

Tools: n8n · Social media · Spreadsheets

3

Offer and contract generator

Priority: Medium

Less routine: 5 h/week

Effort: Medium

Today

Offers and contracts are built from templates filled in by hand with client, talent and scope details.

After automation

The document is generated from form or CRM data and goes for approval, then to the client.

- A human decides

The owner approves prices, discounts and terms with one click before sending.

Tools: n8n · Google Docs · CRM

4

Session bookings and reminders

Priority: Medium

Less routine: 4 h/week

Effort: Easy

Today

Session and meeting dates are agreed by e-mail and phone, then typed into the calendar by hand.

After automation

Clients and talent book free slots themselves; confirmations and reminders go out automatically.

- A human decides

The team sets available slots and can move or cancel a booking at any time.

Tools: Google Calendar · n8n

03

Quick win — a good place to start

One process that delivers visible results fastest and takes load off your team.

QUICK WIN

Session bookings and reminders

It is simple to implement and quickly shows a visible effect: fewer e-mails and calls about dates, fewer calendar mistakes and a calmer team. Clients and talent get the convenience of booking on their own.

Implementation: 1-2 weeks

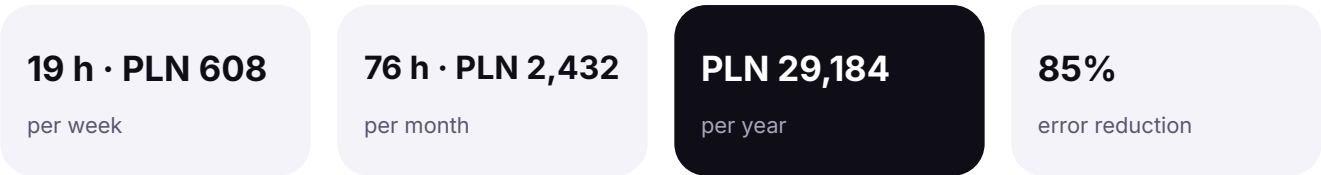
Less routine: 4 h/week

FIRST STEP

Define the available slots and meeting types that clients can book on their own.

04

Savings potential



The proposed automations can free up about 19 working hours a week. At a rate of PLN 32/h that is

PLN 608 a week, PLN 2,432 a month and about PLN 29,184 a year. The team can spend the time on clients and talent instead of retyping data. This is an estimate — the exact scope and cost are agreed during the consultation.

Calculation: sum of hours from the processes × the PLN 32/h rate given in the form; month = 4 weeks, year = 12 months.

What it means for your team

19 hours a week is the time people now spend retyping data, chasing deadlines and answering the same questions. It is worth putting the time won back into work that needs knowledge, relationships and judgement — automation should take the load off your team, not replace people. How you use it is up to you.

05

How we implement automation

Three principles we apply in every implementation — from a simple workflow to an AI agent.

01

TECHNOLOGY

n8n, AI and integrations

We automate repetitive steps on the tools you already use. Every workflow comes with documentation, logs and monitoring — no black boxes.

02

HUMAN IN THE LOOP

AI prepares, a human decides

Every process has clear approval points. Decisions about money, clients and people are approved by a human — with full context, in one click.

03

WELLBEING

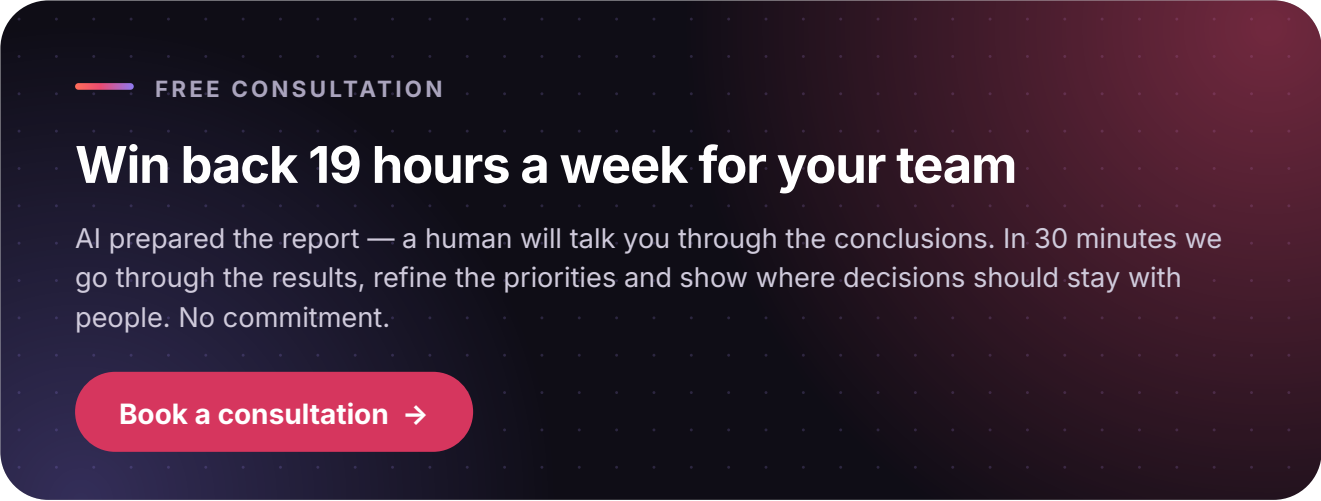
Less routine, less overload

We take the tiring work off people's calendars. For bigger changes we also check team mood and workload — before and after the rollout.

06

Next steps

- 1 Pick the process with the highest priority.
- 2 Break it down into tasks and mark where the decision stays with a person.
- 3 Discuss the implementation with an AutomationNex expert — free, 30 minutes.



FREE CONSULTATION

Win back 19 hours a week for your team

AI prepared the report — a human will talk you through the conclusions. In 30 minutes we go through the results, refine the priorities and show where decisions should stay with people. No commitment.

[Book a consultation →](#)

07 

About us

AutomationNex is a process automation and AI studio. We design n8n workflows, AI agents and system integrations — always with a human in the loop and with care for the team's wellbeing. We work with companies across Poland and remotely.

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