

 orangeHRM

Spreadsheets to HRMS

A Buyer's Guide

CONTENTS

- 1** Digital Innovation and HR
- 2** Pillar 1: Recruitment & Onboarding
- 3** Pillar 2: Employee Data
- 4** Pillar 3: Performance Management
- 5** Pillar 4: Courses & Training
- 6** Pillar 5: Administrative Control
- 7** Summary - Better Position Your Company for Growth



Digital Innovation and HR

Digital transformation continues to reimagine how the world conducts business. We've all seen this transformation in motion as new digital technologies help us better solve problems, innovate business processes, and reshape the customer experience. As companies grow, they need to find new ways to eliminate manual and redundant tasks so teams can focus on higher value activities to support the business. For HR professionals, nothing can be more time-consuming than working with antiquated spreadsheet systems for employee data records, recruitment activities, onboarding, performance management and more. Today's HR function has become increasingly strategic, with even more emphasis placed on employee recruitment, training, growth, inclusion programs, and retention - directly impacting business success.

The good news is that with today's cloud-based technologies, powerful **Human Resource Management Systems (HRMS)** are more readily available to help companies transform and innovate their HR processes. For example, **94%** of HR professionals say HRMS recruitment tools have positively improved their hiring process and employee retention (Capterra).

Companies that integrate HRM systems typically notice marked improvements in management workflows and employee collaboration. And, by empowering employees with "self-service" support capabilities, HR professionals now have more time to focus on strategic business initiatives.

While there are differences between HRM systems, the best systems will include a centralized employee database, recruiting & onboarding tools, performance management software, training platforms, and administrative oversight capabilities. We call these the 5 pillars of support that should form the foundation of your HRMS.

To learn more about what makes a successful HRMS and what you should consider as a potential buyer, please read on.



Pillar 1: Recruitment & Onboarding

Successful companies are really good at selling products and services. But the “fuel” behind that success really starts with their people. More specifically, the collective talents that their employees bring that helps the company drive the needed innovation to succeed. It’s always said that a company’s most treasured asset is their people.

To find these talented people is not easy. Talent shortages and the hiring efforts of your competitors can at times make the recruiting process **very** challenging. What can help though is having a robust **Applicant Tracking System (ATS)**.

78%

Of employers say that using an ATS makes finding and recruiting great talent easier than ever (CareerBuilder).

An ATS can help with the entire recruiting process. For posted jobs that receive a high volume of applicants, these systems can help review and screen applications through intelligent algorithms, rankings, and scorecards that the hiring manager pre-determines. The best qualified candidates can be quickly netted out for review, saving the hiring manager considerable time pounding through resumes. With a centralized hub for applicant resumes, these systems can help facilitate collaboration between all hiring stakeholders. A history of all candidate interactions is recorded and made visible to the entire hiring team.

From a candidate perspective, their overall experience is enhanced through timely communications and updates about their job application. An ATS will absolutely speed up the entire recruiting process for your company while helping boost your employer brand. Speed is paramount to helping you land that top talent!

And, once you’ve been successful landing that top talent, you want to quickly onboard them with the tools and company information they need to perform their job at the highest level. **Make a great first impression.**

69%

Of employees are more likely to stay with a company for at least 3 years with a great onboarding experience (O.C.Tanner).

Today’s best HRM systems can help you facilitate a smooth transition for new hires by integrating computer-based orientations in addition to meetings, videos, and printed materials.

Organizations with structured onboarding solutions see new hire productivity 50%+ compared to companies with no formal onboarding.



Pillar 2: Employee Data

With an HRMS companies are able to centralize the personal data for all employees. For businesses still tracking employee data across multiple systems – this is one of the biggest benefits. When using multiple systems and/or spreadsheets to record employee data, the chance of data discrepancies greatly increases. No more worries about version control or unauthorized access with an HRMS.

Employee information is one of your company's most valuable assets, and you want to make sure it's safe. HRM systems come with built in security, including authentication measures that restrict access to authorized users and protect company data. Most of today's systems leverage cloud-based technologies, which means your data is always safe and secure in the cloud – eliminating the worry of data loss.

Another great feature of HRM systems is the ability for employees to update personal information and perform tasks such as PTO management and performance self-assessments. These employee “self-service” portals not only help with data accuracy, but importantly puts **more time back** into the hands of the HR team. Employees can update their personal data in real-time, and handle many other HR related tasks on their own. This capability alone can have a dramatic effect on HR productivity.

With an HRMS you can automatically track the history of each employee, including skills growth, performance appraisals, accomplishments, disciplinary measures, PTO, benefits, and compensation. All system updates are logged and recorded.

Digital transformation, here we come!

Like any major software implementation, there will be some initial work migrating your employee data from paper-based or spreadsheet systems to a cloud-based HRMS. And, while this data migration can be somewhat labor intensive – the many benefits are well worth the effort!

A centralized database that employees can update in real-time... sounds great!

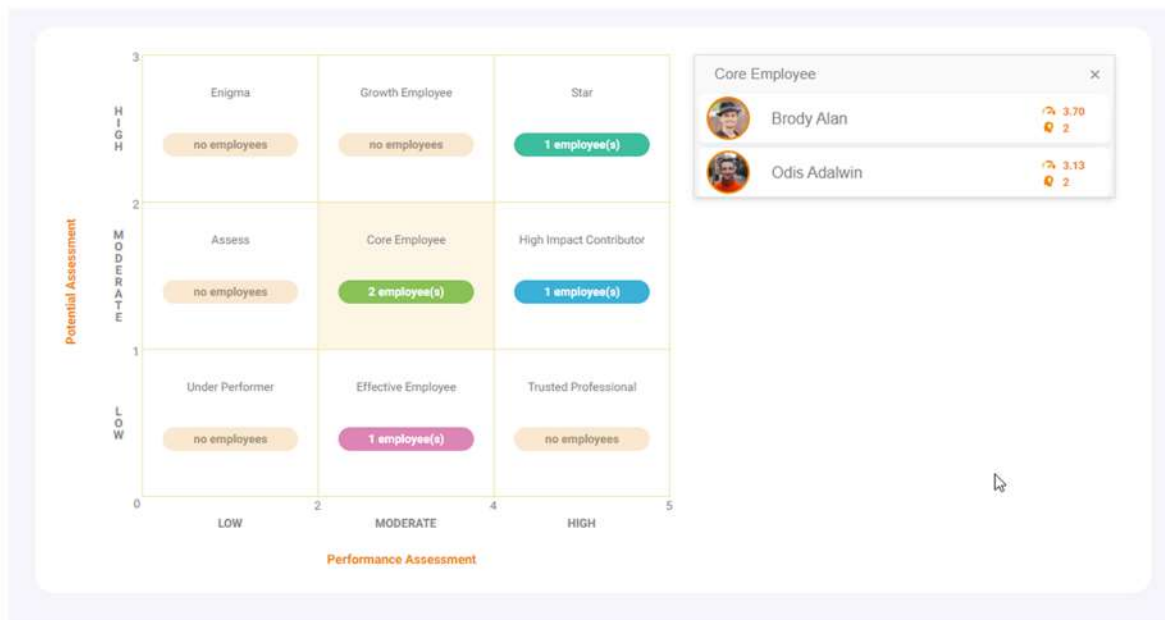


Pillar 3: Performance Management

Companies with higher than average levels of employee engagement saw **27%** higher profits, and **38%** above average productivity. In fact, most recent HR studies show positive correlations between performance feedback and productivity. When employees receive real-time and consistent feedback – they perform better! When employees perform better, everyone benefits.

Good performance management software should facilitate 360-degree feedback for each employee. In addition to direct management, feedback should include peer groups and customers (internal & external). These systems can help managers and employees set goals, and manage to them through online communication tools and even gaming scenarios.

You also want a performance management system that can build a development/succession plan for employees. Having a development plan in place is a powerful tool to help employees reach the next milestone in their career. These can serve as “roadmaps” to help employees identify and build the needed skills and experience to move to that next level. The top systems will integrate the “9 box matrix” which helps visualize employee groupings based on “potential” and “performance”. This is an important tool for management, as they plan for future succession based on the rankings of current employees. The matrix can help identify employees for promotion, or where there are talent “gaps” within the organization.



Another great feature is the ability to build compensation pools and mappings for your staff. This can also help identify employees ready for promotion, and where they should land in terms of new compensation.

And of course, a robust performance management system will include reporting capabilities to identify trends across performance, succession planning, development plan progress, and compensation scenarios.

Pillar 4: Courses & Training



As an HR professional, you have responsibility for delivering training courses across the entire organization. And, the categories for these courses could be quite diverse covering benefits programs, new hire onboarding, workplace harassment, industry certifications, diversity & inclusion programs... and much more. If you are like many companies, the format and delivery method could change considerably for each course leading to inconsistencies, duplicate work, and frazzled nerves.

Wouldn't it be nice to have a standard platform to deliver courses and training to employees?

Absolutely. And the leading HRM systems have built in platforms to assist with consistent format and delivery for employee training. These systems make it easy to upload training videos, customize content, and track which employees have completed the training. Most of these systems have interactive feedback collection built in... so you know if the specific training resonates well with your employees or needs modifications. It's almost like having a built-in **Learning Management System (LMS)** without the hefty price tag.

And, building effective training programs can have a nice effect on a company's employee retention.

7 out of 10 people say that training and development opportunities influence in their decision to stay with a company (CED Magazine).

An HRMS can make it much easier to deliver effective and engaging training for your company.



Pillar 5: **Administrative Control**

This brings us to the last pillar on our list of “must haves” for your HRM system: Administrative Control.

To manage this powerful HR software, you need a system that can define various user roles with access control to keep everyone’s data safe. Employees will need system access to make updates to their personal information and manage their company benefits. Management will need access to departmental information and insights. The executive team will be interested in organizational views and reports to gain key insights for strategic decisions. And, HR professionals will need access to all of the above to effectively manage their company responsibilities.

These systems come with user-friendly administrative tools to help the HR team define and set HRMS access across the entire company.

Lastly, make sure you choose an HRMS that has mobile device access. This is an important feature, and a potential deal-breaker for many companies when considering an HRMS. Employees want to stay connected wherever they are, whether to check status of a paycheck, request additional time-off, make important benefits updates, or just update their personal information.



Summary –

Better Position Your Company for Growth



Finding the right HRM solution for your company is a BIG decision. You want a software system that can integrate core and strategic functions into one solution. This solution should feature an employee self-service portal and a centralized database. It also automates administrative processes, streamlines talent recruiting, and reduces employee turnover. Finding the right solution will also free up your HR professionals for focus on those higher value activities. You want the HR team focused on recruiting, training, employee programs, and retention instead of manual, redundant, and monotonous processes.

You also want an HRMS that offers mobile access for employees, and leverages cloud-based technologies for cost efficiencies, data integrity, and security.

Implementing an HRMS is a significant endeavor with some expected hiccups along the way – as with any large software installation. Migrating your current HR database(s), customizing, and testing will be a significant task. You will also need to spend time on company-wide training and enablement for employees once the new HRMS is in production.

But, once your HRMS is up and running the payback will be tremendous! You are better positioning your company for growth and success. Importantly, as research shows, you will be improving the overall employee experience with your company – which is significant in securing the best industry talent. Talent is your best competitive differentiator.

Remember, every successful HRMS should include these capabilities – the 5 pillars:

- Recruitment and onboarding
- Centralized employee database
- Performance management
- Training platforms
- Administrative control

Moving to an HRMS is an exciting endeavor – good luck on your journey!
OrangeHRM. Personalized HR Software that Brings Your Employees Together.
To learn more, please visit us at <https://www.orangehrm.com/>