

HOW TO CHOOSE YOUR FIRST HR SOFTWARE

Questions to ask your vendor before
you buy your first HR system

ultimate guide 

With this guide you will

- Set clear goals and requirements.
- Learn the difference between HRMS for small, medium, and large companies.
- Explore key HRMS features to implement in 2020/2021.
- Get the ultimate list of questions to ask your vendor before purchase.
- Understand user roles and levels in the modern HR system.
- Prepare your team for the implementation process



**SETTING THE
RIGHT GOALS
AND
EXPECTATIONS**

First and foremost – make sure that you discuss this selection with those people in your company, who will be the main administrators of this HRMS in the future.

It is not right when the system is selected by the CEO for the HR Manager, or by the IT Manager for the HR Manager.

Best if you can invite your HR Manager to participate in the selection process and ask your HR Manager – which features he or she needs in the HRMS and which user interface is more convenient.



Define the more-less precise timeline for the selection. If your deadline for selecting an HRMS is 1st December – make sure you do everything possible for your choice to be made before the 1st of December.

If it happens 6 months later – the software may become more expensive (no vendor wants to keep the Sales Offer valid for eternity), your HR Manager may leave, and you will have to restart your selection process with a new HR Manager, or anything else may happen. You lose time, the vendor loses time and yet you have no HRMS.



If this is your first HRM System – you may not know the approximate prices on the market.

Try contacting 10 vendors (from the youngest companies to those that are strong and famous) and you will have an approximate impression about the pricing.



If your software in any way relates to the local legislation (a compensation management software or leaves & holidays) – make sure you know enough about your local laws to ask the vendor all necessary questions.

Do not forget about Data Protection and Security. Ask the vendor where the data is going to be hosted.



TYPICAL GOALS

Some examples of common goals within an HR department may include





- Maintaining productivity with planning the workforce.
- Developing training programs and evaluation processes.
- Improving employee engagement.
- Creating policies and educating employees on guidelines.
- Improving efficiency by streamlining processes.

CALCULATE THE ROI

Return on Investment (ROI) is an important performance measure used to evaluate the efficiency of an investment (HRIS in this case).

Most vendors provide ROI calculators on their websites, just like Lanteria:

<https://www.lanteria.com/roi-calculator>



**HRMS FOR
SMALL,
MEDIUM, AND
LARGE
COMPANIES**

SMALL COMPANY

If you are a small business – make sure the software is not overwhelming with unnecessary features. There are some features that the company with 15 employees may not need at all. No reason to pay for what you are not going to use (but every day you will be seeing it in your interface as a reminder: you paid for what you did not need).



GROWING BUSINESS

If you are a rapidly growing company – make sure your HRMS will be scalable and customizable. It may be cheaper to slightly customize your HRMS in the future rather than getting a new one in 2–3 years when your company becomes larger.



LARGER COMPANY

If you have a few foreign offices – check with them if they would like to:

- Have the HRMS in their own language
- Have the vendor's team speaking that language

As an option, even if the HRMS currently does not have your language pack – ask if the translation is possible.

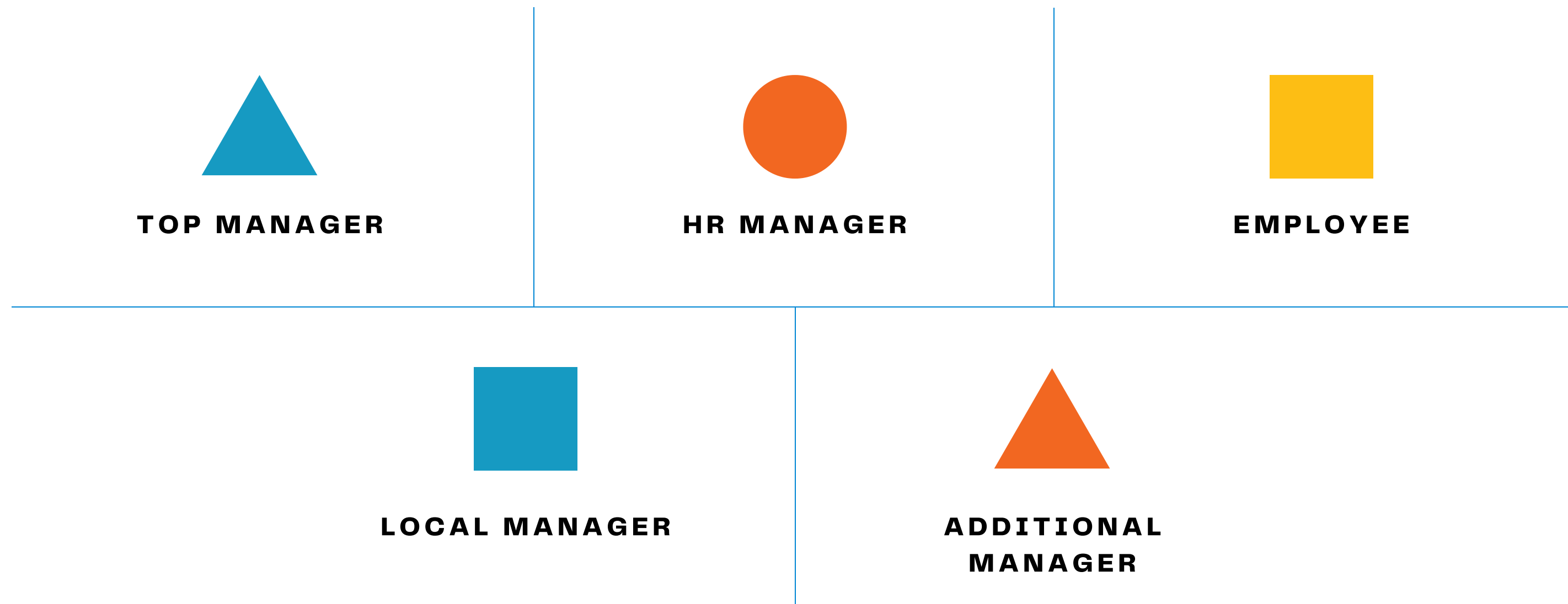
**KEY HRMS
FEATURES TO
IMPLEMENT IN
2020/2021**

Tools for a comfort remote working:

- SAAS HR software,
- Online conference tools for interviews and performance evaluations,
- Convenient time tracking and automated timesheets,
- Flexible learning schedule,
- Mobile apps and self-services.



User Roles



**TOP
QUESTIONS TO
ASK BEFORE
BUYING
HR SYSTEM**

QUESTIONS ABOUT YOUR CASE

- Does the HRIS need to be augmented with other systems?
- How simple is it to integrate the system?
- Should the system accommodate freelancers and contractors?
- Does the system need to provide support for remote employees?
- How is the new system going to impact your teams?

QUESTIONS ABOUT THE PRODUCT

- What are the ongoing costs?
- Does the solution streamline compliance?
- Is the system compatible with your industry and the size of your company?
- Is the HRIS user-friendly?
- Is the HRIS solution cloud-based, or is it located on the premises?
- Is the system customizable?
- What platforms can the software run on?

QUESTIONS ABOUT THE VENDOR

- How is staff data protected?
- Does the vendor offer employee training as a part of the software package?
- What support is offered by the vendor?
- What are the vendor's policies on updates, upgrades, and bug fixes?
- Will the vendor take your feedback into consideration and use it to make improvements to the system?

**A FEW ADVICE ON
THE
IMPLEMENTATION**



1

Make sure to ask your vendor which services you will get during the implementation. Some vendors may offer you a few implementation packages: from the "light implementation" to the "advanced implementation and customization". The price will be different depending on the package.





2

It is better if your vendor is flexible enough and can do a slight configuration any time you wish. During the selection process, you may forget an important thing – make sure it is possible to fix it before you go live. Some vendors do not allow any additional configurations during the implementation process. As a result, you will have to wait until the software is implemented and only then – have your configuration done.



3

Ask your vendor what will be the implementation team like: will you get a person from the vendor's team assigned to you for helping you get familiar with the new HRM System?



4

Do not "save money" on training. No user manual or a short educational video can be as good as training done by a real person, whom you can stop and ask your question at any time.



5

Make sure you encourage your employees to use a new system. No one likes new systems. If your employees will be lazy to use your new HRMS – you will lose the money you have invested and, what is even worse – your company may get into a complete disorder: you will not clearly see who is on vacation, who booked a sickness, where is Sandy's job contract, etc.

THANK YOU!

**This eBook is based on a
webinar "How to choose your
first HR software"**



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