

## 5 TIPS TO Optimize and Accelerate your HR Decisions



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## Introduction

It is becoming increasingly necessary to align the goals of a human resources strategy with a business strategy. HR processes are becoming more complex and consequently, HR decision-making becomes slower and riskier.

How to make decision-making less complex and more secure? What are the steps that should not be neglected in order to optimize your decisions? What are the essential tools that all human resources professionals should use?

## Here are 5 tips to optimize and accelerate your HR decisions

## 1) Analyze decision-making processes

In order to improve decision-making, it is important to define the nature of the decision to be made: Is it strategic? Operational? Will it have long-term or short-term consequences?

Once the nature of the decision is determined, find the people in the company who should be involved in this decision. You can use the RACI identification system:

- Responsible: Who is responsible for the process?
- Accountable: Who is responsible for the decision?
- Consulted: Who should be consulted to make the decision?
- Informed: Who should be notified of the results but does not need to be consulted?

## 2) Set rules to follow

Once the processes have been analyzed, you must define rules to be put in place for all types of decision-making.

For example, in order to optimize the duration and efficiency of decision-making, would you like to limit the number of people you need to consult to only one or two?

These rules must be clearly defined and recognized by everyone involved. The empowerment of managers is also an essential step in optimizing decision-making. Empowering them is the best way to fully engage them in decision-making.

### 3) Keep decision-making objective

According to research conducted in neuroscience, it seems that emotions are taken into account in the choices and decisions you make every day. Our way of choosing one option over another is therefore partly related to our personality and our ability to manage our emotions.

How do you stay objective? By basing decisions on logic and reason. For example, **eliminate possible choices one by one** rather than directly selecting "the right choice".

Another solution to overcome subjectivity would be to use cost analysis. HR decisions must align with the objectives of the company. Human capital, for example, can be one of the most significant sources of expenditure for some companies so it may be necessary to set an HR objective of optimizing the allocation of these expenses.

When you need to make a choice, you can ask yourself these questions:

- What are the choices of possible decisions?
  - Hire more employees?
  
- What are the costs that will result from a particular decision?
  - Direct costs (total compensation, employers' expenses etc.)

- Indirect costs (recruitment, hiring, turnover etc.)
  - How long will these costs be taken into account for?
  - Calculate the costs and compare all your options.

#### 4) Use relevant decision-making tools

When you consider all the possibilities to solve a problem, it becomes more and more necessary for the HR department to rely on the company's encrypted data.

This data can be used to improve your strategy, for example to optimize performance management or training, or to solve more specific problems such as studying the impact of where a person lives on the rate of absenteeism.

Using HR indicators and data will allow you to explain and justify your decisions more clearly. They will also be useful when you want to implement the actions that will follow the decision has been made. Indeed, by supporting your decision with figures and communicating the reasons for the change, employees will be more inclined to be receptive to your decisions.

The data that will make up these HR indicators must be of the best possible quality and reliability in order to make the best decision. One way to obtain this quality and reliability is to opt for a human resources information system (HRIS) as it enables digitalization of processes and the automatic validation of data in order to avoid errors.

## 5) Analyze the impact of decisions and adjust their trajectories

To analyze the impact of your decision-making, you can set up real-time dashboards. These will allow you to:

- Quickly evaluate sensitive points that need to be redefined
- Measure the results of the actions that were implemented
- Adjust your trajectory for the next steps of the implementation of your decision
- Have the right data to make new decisions quickly
- Make it easier to share information

## To conclude...

Optimizing and speeding up your decision-making process can be summarized in a few important tips:

1. Define the nature of your decision
2. Determine the people involved in the decision-making
3. Implement rules for each process
4. Empower your managers
5. Use cost analysis to track business goals

6. Keep the human aspect in mind and trust your instincts
7. Base your decision on HR indicators
8. Monitor and visualize data on dashboards

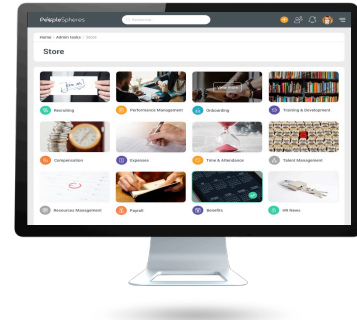
The key to success is to base your decisions on relevant HR indicators, while keeping in mind that your employees are not just data points: the human aspect must still be part of your decisions.

That's why your number one priority should be to analyze the progress of HR indicators on your dashboards in order to obtain a daily view of the progress of the results of your decisions.

## Discover Peoplespheres

Peoplespheres is the first 100% adaptable and adjustable HRIS software in Saas.

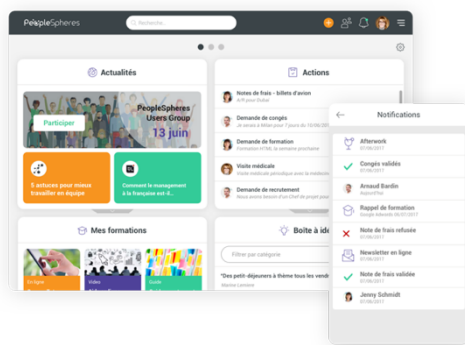
Composed of an HR core and the best HR software, our solution allows you to customize your HR portal according to the needs of your company and thus accelerate all your HR management.



1. **Connect** your existing HR software
2. **Add** the HR modules of your choice
3. **Manage** all your HR from a **single platform**

### An HR core with multiple features

Benefit from a powerful platform which allows you to connect all your existing HR software, to synchronize all of your employees' data and provide a unique user experience.

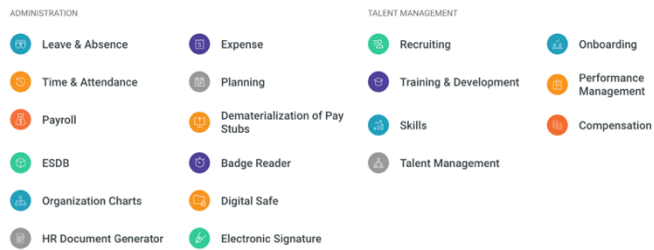


- A unified user experience:
  - HR Portal
  - Unified profile
  - Notification Center
  - Cross-Modules actions
- **HR Cross-Modules reporting**
- Driving force of **Cross-Modules workflows**
- Marketplace for HR components (tools, services, content)

From administrative management to talent management, choose the HR modules according to your needs among a wide choice.



## Benefits for your HR management



- **Save time:** on our marketplace, choose the best software and ready-to-use connectors.
- **Have a single HR portal** with all the solutions chosen.
- **Adopt a flexible solution:** you can add or replace HR modules at any time.
- **Connect your software:** take advantage of standardized interoperability thanks to a dedicated "smart connector".