

HR LEADERSHIP LIBRARY CURRICULUM

HR Department Optimization Toolkit

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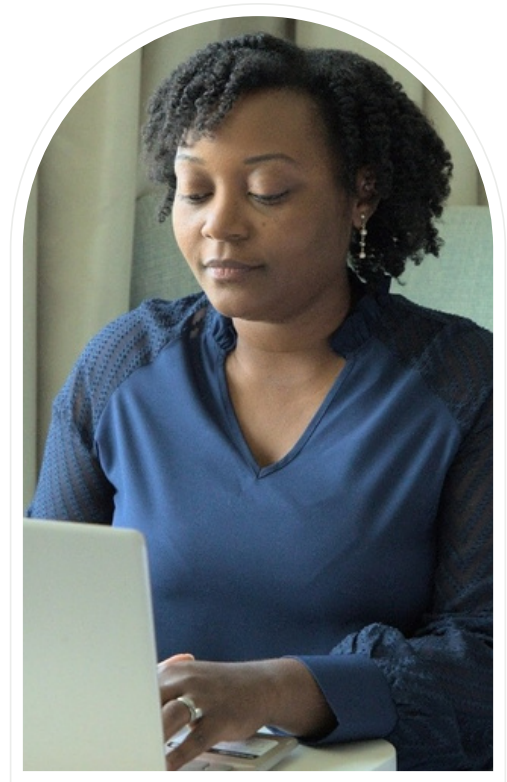


ORGANIZE & SCALE YOUR HR DEPARTMENT *ON PURPOSE!*

Leading an HR department can sometimes (oftentimes?) feel like you're herding cats while baking a cake and sewing a dress all at the same time.

Sure, that's a vivid picture of a fictional example, but the stress you feel while trying to handle everything that your role throws at you is no laughing matter!

I've learned from experience the value of finding a way to organize the chaos.



It may seem impossible, but I assure you - it's not!

I can do it, and you can, too. If you want even more of my best practices and resources, you'll want to scan the QR code below and get access to my **HR Career Climb training**.

Be sure to find me on LinkedIn and share how this guide is working for you! I can't wait to hear all about it.

Let's grow!

Bryttani



Scan



Organization Name:	
Assessment Date:	

1. Current HR Processes Evaluation:

Identify critical HR processes/ functions currently in place:

HR Process/ Function + Notes
<input type="checkbox"/> Compensation:
<input type="checkbox"/> Payroll:
<input type="checkbox"/> Benefits:
<input type="checkbox"/> Employee Relations:

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HR Optimization Worksheet



<input type="checkbox"/> Talent Acquisition:
<input type="checkbox"/> Employee Development:
<input type="checkbox"/> Employee Training:
<input type="checkbox"/> Compliance & Legal Requirements:
<input type="checkbox"/> _____:
<input type="checkbox"/> _____:

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HR Optimization Worksheet



<input type="checkbox"/> _____:
<input type="checkbox"/> _____:

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HR Optimization Worksheet



Rate the effectiveness and efficiency of each process on a scale of 1 to 5 (low to high):

HR Process	Effectiveness (1-5) How organized is this process to get things done accurately?	Efficiency (1-5) How well are you saving time & money within this process?
Compensation		
Payroll		
Benefits		
Employee Relations		
Talent Acquisition		
Employee Development		
Employee Training		
Compliance & Legal Requirements		



2. Pain Points Identification:

List your top three pain points or challenges within each HR process/ function:

HR Process/ Function	Top Pain Points/ Challenges
Compensation	1. 2. 3.
Payroll	1. 2. 3.
Benefits	1. 2. 3.
Employee Relations	1. 2. 3.
Talent Acquisition	1. 2. 3.
Employee Development	1. 2. 3.
Employee Training	1. 2. 3.
Compliance & Legal Requirements	1. 2. 3.

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3. Consideration of Employee Size:

Specify the current employee size of the organization:

- Less than 50 employees
- 50 to 500 employees
- Over 500 employees

How does the current employee size impact HR operations and processes?

Consider the following:

- The current HR team size compared to the number of employees
- Scalability of HR processes to accommodate fluctuations in employee size
- Level of HR expertise and specialization needed based on the employee size
- The need for strategic HR initiatives and programs tailored to the organization's employee size and business objectives
- Any other factors relevant to how employee size impacts HR operations and organizational processes



4. Compliance and Legal Requirements Assessment:

Identify critical areas of HR compliance and legal requirements applicable to your organization (e.g., FLSA, FMLA, HIPAA, etc.):

1.
2.
3.
4.

Assess the organization's exposure in each compliance area based on current practices and potential risks:

Compliance Area	Exposure Level (low, medium, high)	Identified Risks



5. Technology and Tools Assessment:

List the HR technology solutions and tools currently in use:

1.
2.
3.
4.
5.

Evaluate the effectiveness of each tool in supporting HR operations and processes (provide comments if necessary):

Technology/Tool	Effectiveness (Comments)
1.	
2.	
3.	
4.	
5.	

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Identify any technology/ tool that you don't yet use but would like to one day implement and why:

Technology/Tool	Reasoning
1.	
2.	
3.	
4.	
5.	



6. Employee Feedback and Engagement:

Summarize key findings from recent employee feedback surveys, engagement metrics, or performance reviews:

Activity	Summary of Findings
Employee Feedback Surveys	
Engagement Metrics	
Performance Reviews	



7. Prioritization and Action Plan:

Based on the assessment findings, prioritize areas for optimization:

List the top three HR processes/functions to be optimized and by when:

HR Process/ Function	Goal Date
1.	
2.	
3.	

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Develop an action plan for each prioritized area, including specific goals, tasks, responsible parties, and timelines:

Priority Area #1
Goals/ Objectives
1.
2.
3.
Action Items/ Tasks
●
●
●
Responsible Parties
●
●
●
Timeline

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Priority Area #2
Goals/ Objectives
1.
2.
3.
Action Items/ Tasks
●
●
●
Responsible Parties
●
●
●
Timeline

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Priority Area #3
Goals/ Objectives
1.
2.
3.
Action Items/ Tasks
●
●
●
Responsible Parties
●
●
●
Timeline



8. Summary and Next Steps:

Summarize the key findings of the assessment and outline your next steps for implementing the action plan:

Let's connect!

Scan the QR code and connect with me right now on LinkedIn!



scan
←

Talk soon,

Bryttani

About Bryttani Graddick



Bryttani Graddick, MBA, PHR, SHRM-CP, CEC
CEO & Founder of Talented Teams Consulting, LLC

After growing her career from an unpaid HR intern to HR Department of One to VP executive leadership, Bryttani decided to take her lessons learned (and still learning!) to help other HR professionals thrive in their roles.

She started her HR career in 2008 as an intern while in undergrad with a less-than-foundational knowledge of human resources and all that it involved. Once she got a taste of what HR made possible for others and the impact she could have on those she served, she was hooked!

Bryttani teaches others how to get out of the daily grind of “putting out fires” and help HR professionals to optimize their department, positively impact their organization, and ultimately grow their career -- even when you're working alone in HR (she argues, especially when!). Her passion outside of being a wife a mom of 3 is empowering others to build their careers and improve their lives through her coaching.

Empowering HR professionals to build ON purpose and WITH purpose!!



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