A Talent Management Checklist For Your Small Business

Small businesses need to manage their talent, just like large corporations. But what should small businesses look for in a Talent Management System? No worthwhile software is going to fit you like a glove immediately – customization is key! We've created a checklist to help you take the first step towards the right talent management software for your organization.

WILL THIS SYSTEM SCALE AS MY COMPANY GROWS?

The average small business grows about 8% every year. If you're doing well enough to need a talent management system to handle functions you can no longer do on your own, you're probably doing better than 8%.

Look for a Talent Management System that can scale with your business, ensuring that it's usable now when your company could fit in a small office, and when you'll need to start planning for future growth (geographically!). If it's too rudimentary it probably won't scale when you introduce new departments and roles. You don't have to use everything in the software now, just make sure there are options you can grow into down the line.

✓	Will this system scale as my company grows?	Y N

DOES THIS TALENT MANAGEMENT SYSTEM PROVIDE A FLAT SERVICE LEVEL?

A single service level means small businesses get the same benefits as larger ones, and that features aren't hidden behind a pay wall. Services like support, patch updates and month-to-month account reviews should come standard with your service, and shouldn't require an extra fee to access.

A Talent Management System should synergize well enough for all of its features to work and get the job done. If some services are optional, it could mean they're unnecessary? And if you have to pay extra for service, questions, training and more, you may end up getting nickel and dimed.

| ✔ | Does this Talent Management System provide a flat service level? | Y ○ | N ○ |

DOES THIS TALENT MANAGEMENT SYSTEM'S WORKFLOW ALIGN WITH MY COMPANY?

One of the hardest parts of implementing a Talent Management System is making sure everyone's on the same page. If your choice requires that everyone alter their workflow in order to make the software work, you're probably not going to get as much engagement out of it as you'd like.

Finding a Talent Management System, especially with a small business, should not be a solo effort. Talk to your employees and ask them how they work, where they could fit a Talent Management System into their workflow, and what they'd like to see in one in order to help them work better. It may be helpful to physically write out the steps and workflow of a typical need-to-hire timeline.

| ✔ | Does this Talent Management System's workflow align with my company? | Y ○ | N ○ |

DOES THIS TALENT MANAGEMENT SYSTEM INTEGRATE WITH MY OTHER SOFTWARE

Implementation is the key to any successful software, and integration is one of the key ways any Talent Management System can help make a full implementation possible. When your Talent Management System is using software your company is already familiar with, it makes the transition that much easier.

The problem is that while every vendor touts integration, the degree to which they integrate varies by company. Be sure to go into detail about your other softwares - ask how many other clients they have using active integrations with that specific platform, and what implementation would look like.

| ✔ | Does this Talent Management System integrate with my other software? | Y ○ | N ○ |

IS THIS TALENT MANAGEMENT SYSTEM AS AUTOMATED AS POSSIBLE?

Some of the most important features of a great Talent Management System aren't what they let you do, but what you allow you to stop doing; emailing reminders about specific tasks, and tracking hours, for example, should be as hands-free as possible.

In a small business no one's there to pick up the slack when you're unavailable, so every second of your time is important. The less you have to do when it comes to your talent management, the better.

✔ **Is this Talent Management System as automated as possible?**   Y   N   ○   ○

DOES THIS TALENT MANAGEMENT SYSTEM DO EVERYTHING I NEED?

As a small business, you may not have the budget to spend on a big system with all the bells and whistles. But as with service levels and scaling, there's no reason you can't find full feature parity as larger companies for a smaller price.

A good Talent Management System provides you with the tools to recruit, onboard, develop, manage, and compensate employees without having to move to another software (but allowing it if necessary). Don't believe you have to skimp on features simply because you're a smaller company. You will eventually need something that works well to manage all aspects of the employee lifecycle.

✔ **Does this Talent Management System do everything I need?**   Y   N   ○   ○

DOES THIS TALENT MANAGEMENT SYSTEM PROVIDE IN-DEPTH REPORTING?

Managing and developing employees means keeping track of what they're doing in your software. This makes in-depth reporting that keeps track of performance and compliance a vital part of making your employees the best version of themselves. You may not need to keep track of hundreds of employees (yet), but reporting is still essential, even for the smallest teams.

In order to find the areas that need improving and where your employees are working best, you need solid data. To make sure everyone's keeping up on certification and compliance; you need a place to track it all.

| ✔ | Does this Talent Management System provide in-depth reporting? | Y ○ N ○ |

DOES YOUR TALENT MANAGEMENT SYSTEM HAVE A GREAT VENDOR RELATIONSHIP?

No matter how seamless and streamlined your new Talent Management System is, you're likely to hit a few rough patches. When you first begin using a new system, you're going to have a lot of questions about where everything is and how it all works.

What sets good companies from bad is support. A great vendor relationship means they're there to answer your questions often as possible, and can help guide you through every problem you might encounter. This makes getting up to speed on using their software painless. Make sure you will have multiple support resources, from email to chat to an account manager. Be sure to ask in-depth questions about both the implementation process and what happens *after* the training wheels are off. You don't want a system that was supposed to save you time taking up your whole day digging up answers.

| ✔ | Does this Talent Management System have a great vendor relationship? | Y ○ N ○ |