

# 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? Even the best talent management system won't fit you like a glove immediately, but we've created a checklist to help you decide on the right talent management software for your organization.

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## WILL THIS SYSTEM SCALE AS MY COMPANY GROWS?

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The average small business grows about 8% every year. If you're doing well enough to need a talent management system 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, but too many bells and whistles will leave you, or your HR team, overtaxed and frustrated.

Will this system scale as my company grows?

Y N

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## DOES THIS TALENT MANAGEMENT SYSTEM PROVIDE A FLAT SERVICE LEVEL?

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A single service level means small businesses get the same benefits as larger ones, and that features aren't hidden behind a paywall. Features like patch updates and month-to-month performance 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

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

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One of the hardest parts of implementing a Talent Management System is making sure everyone's on the same page. If a Talent Management System requires that everyone change up with workflow in order to be compliant with software, 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

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## DOES THIS TALENT MANAGEMENT SYSTEM USER EXPERIENCE WORK WITH MY COMPANY CULTURE?

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Even if the workflow works with the processes your company is already using, if the user experience (UX) doesn't line up with how your company breathes and feels, you're going to have problems setting things in motion. The UX can be the difference between software that works but is a chore to use and one that makes employees want to keep working.

Is your company professional? Look for efficiency and speed. Is your company fun? Then a Talent Management System with a great look and interactive design might be what you need.

Does this Talent Management System user experience work with my company culture?

Y N

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## DOES THIS TALENT MANAGEMENT SYSTEM INTEGRATE WITH MY OTHER SOFTWARE

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Implementation is the key to a successful Talent Management System, 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. When looking for a Talent Management System, be sure to request an SAP Integration Certification to verify that it works with other software you're using.

Does this Talent Management System integrate with my other software?

Y N

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## IS THIS TALENT MANAGEMENT SYSTEM AS AUTOMATED AS POSSIBLE?

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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

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## DOES THIS TALENT MANAGEMENT SYSTEM DO EVERYTHING I NEED?

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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, 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

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## DOES THIS TALENT MANAGEMENT SYSTEM PROVIDE IN-DEPTH REPORTING?

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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.

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. Emphasizing reporting to turn a chaotic mess and a smooth operation.



Does this Talent Management System provide in-depth reporting?

Y N



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## DOES YOUR TALENT MANAGEMENT SYSTEM HAVE A GREAT VENDOR RELATIONSHIP?

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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.

Does this Talent Management System have a great vendor relationship?

Y N

