

HRMS Evaluation Checklist

1. Recruitment and Onboarding

- Applicant Tracking System (ATS)
- Automated onboarding processes
- Job posting management
- Interview feedback integration
- Interview scorecard/decision matrix
- Integration capabilities (e.g., WhatsApp, MS Teams)
- Historical data upload
- Candidate signature and offer letter acceptance
- Automated feedback to candidates
- Customizable interview rounds and slots
- Requisition approvals configuration
- Headcount-based requisition raising
- Google Suite integration for interview invites
- Reporting on candidates in different interview stages
- Data analytics for recruitment
- Tracking source of application
- Pre-assessment questions for job applications
- LinkedIn integration for job posting
- Fixed assignment setting for jobs
- Bulk upload of new joiners
- Offer letter generation and customization
- Offer letter approval workflows
- Document collection from candidates
- Digital offer letter signing
- Intern addition
- Candidate feedback forms
- Welcome emails with customizable triggers
- Welcome form with language selection and other options
- Specific requirements for different employee types
- Google Calendar integration
- Confirmation of joining
- New joiner email triggers to teams
- Auto-creation of employee codes

- Email ID creation and distribution
- API integration with other platforms
- Buddy mapping
- New joiner mandatory training
- Policy acknowledgment module
- Onboarding reports
- Bulk intern hiring
- Aadhar verification

2. Time and Attendance Tracking

- Configurable clock-in/clock-out
- Leave management system
- Unlimited leave tracking
- Leave approval workflows
- State-wise holiday list
- Optional holiday management
- Integration with Google Calendar for holidays

3. Performance Management

- Goal setting and tracking
- 360-degree feedback
- Automated and on-demand performance reviews
- Regular feedback mechanisms
- Automated feedback based on organizational changes
- Performance appraisal systems
- Performance Improvement Plans (PIPs)
- Self-evaluation and calibration
- Peer bonus tracking and sharing
- Dashboards and timelines for feedback
- Employee timeline historical upload
- Two cycles - quarterly and half-yearly
- 4-point rating scale
- Automatic weightage calculation
- Values/Company Culture rating
- Objective and Key Result (OKR) module
- Nomenclature matching organizational standards
- Final rating calculation
- Employee acknowledgment of completed cycles

- Self and manager comments
- PMS feedback survey
- Calibration and bell curve
- Dashboard view for completion progress
- Stage customization
- Grievance raising option
- Mobile application support
- Multi-language support
- Document upload by admin and during self-review
- Integration with G Suite and other platforms

4. Payroll Management

- Automated payroll calculations
- Tax management
- Direct deposit and pay stub generation
- Employee investment declaration
- Form 16 generation
- FNF (Full and Final settlement)
- Employee loan management

5. Employee Self-Service Portal

- Access to personal information
- Leave requests and approvals
- IT hardware request and management
- Reimbursements
- Travel
- Promotion/IJP (Internal Job Posting)
- Resignation
- All letters (offer, appointment, NDA, confirmation, appraisal, promotion, resignation)

6. Learning and Development

- Training and development resources
- Training management system
- Skills tracker
- Individual career development planning

- Learning tracks
- Submit and approval process for employee-driven learning

7. Compliance and Reporting

- Compliance tracking (labor laws, regulations)
- Customizable reporting and analytics
- Audit trails for data integrity

8. Benefits

- Ability to view and understand company benefits
- Health and wellness benefits management

9. Employee Engagement Tools

- Surveys and feedback mechanisms
- Recognition and rewards programs
- Communication tools (chat, forums)

10. Other Features

- HR handbook and policies
- Policy acknowledgment
- Organizational announcements
- Birthdays and anniversaries
- Rewards and recognition (RnR)
- E-separation
- Asset tracking and management
- LMS/L&D (Learning Management System)
- Support team and ticketing
- Mobile app accessibility
- Multi-language support

11. Evaluation Criteria:

- Usability and User Interface (UI):** How user-friendly and intuitive is the system for both employees and HR administrators?
- Features and Functionality:** Does the system offer the necessary features to support your organization's specific HR needs?
- Customization and Scalability:** Can the system be tailored to fit your organization's unique requirements and can it grow with your organization?
- Integration Capabilities:** Can the system seamlessly integrate with your existing IT infrastructure and other essential business applications?
- Security and Data Privacy:** Does the system ensure the security and privacy of sensitive employee data?
- Analytics and Reporting:** Does the system provide comprehensive analytics and reporting capabilities to support data-driven decision-making?
- Mobile Accessibility:** Does the system offer mobile access for employees and managers to access information and perform tasks on the go?
- Customer Support and Service:** Does the vendor provide adequate customer support and service to assist with implementation, training, and ongoing maintenance?
- Pricing and Value:** Is the system's pricing competitive and does it offer a good return on investment (ROI)?