

## ***HRMS Evaluation and Selection Service***

***Are you considering buying a software package to help you handle the myriad of information you need, but finding it difficult to match up the technical jargon, the company's strategy, the legal requirements and your department's needs ?***

With extensive experience in both IT and human resources, **we can help you choose an HR Management System** that meets your needs for today and the foreseeable future. We can advise you on the most resource-effective solution for your specific situation and help you all the way through to its implementation.

In the key first phase of this process, we will help you to **clearly define your objectives** so that you can choose an HRMS that is compatible with your company culture and your approach to people management. This discussion takes into consideration existing human resources processes as well as those you wish to implement.

The next step is a workshop to help you to understand:

- the **impact the system will have on your existing processes** and what changes will need to be made to the HRMS or to how you do your HR business.
- the impact on the **effective use of resources** in the HR organization.
- the **impact of the HRMS on the total organization** : will there be more or less administrative work for managers, will it introduce self-service administration for employees, etc. ?
- the **best means to get buy-in** from management, employees and HR staff.

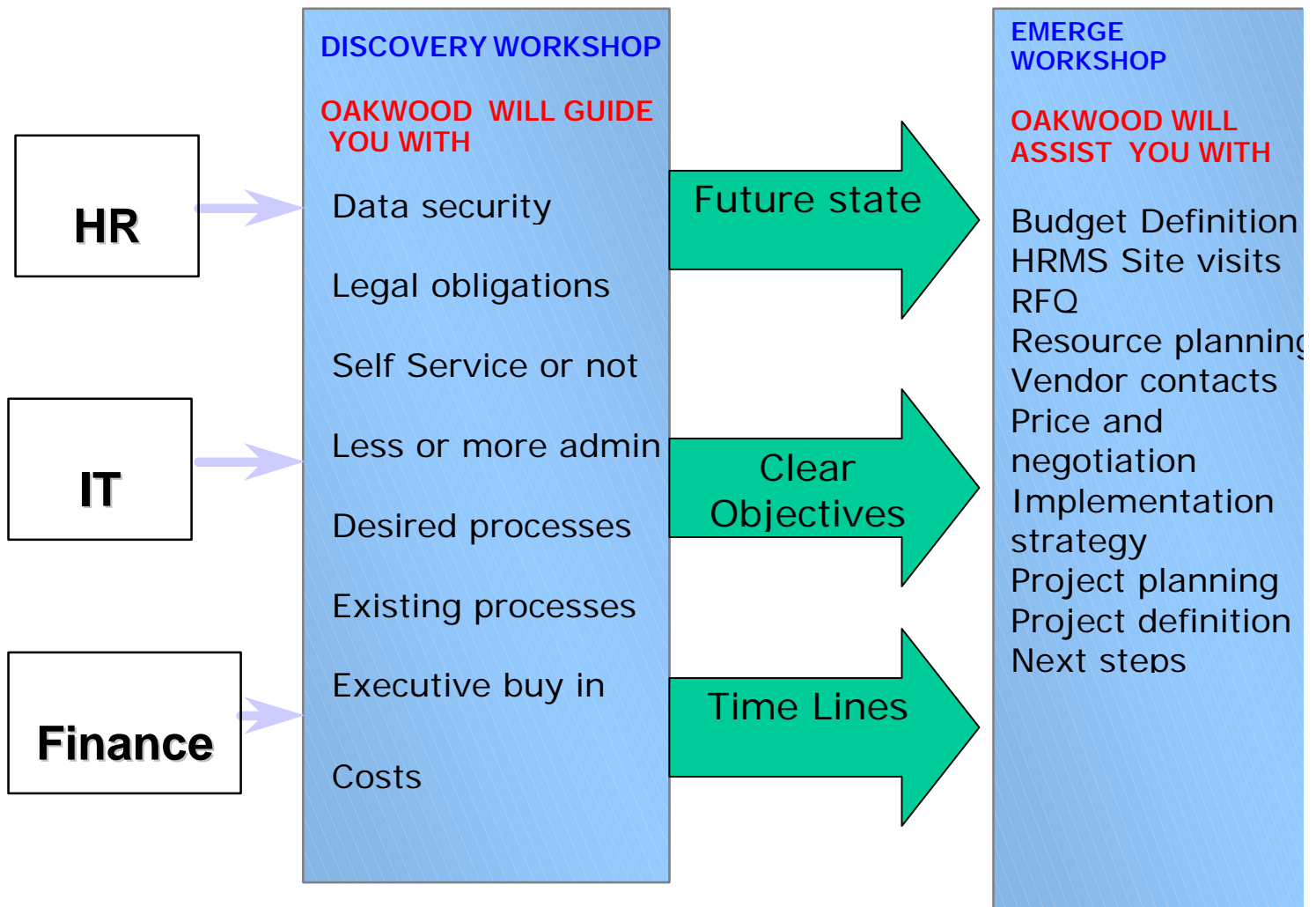
The result this workshop will be clarity of your intentions as well as consensus on the direction the company wants to take with an HRMS.

Once these key decisions have been taken, we can then help you move through the next phases of choosing and implementing your HRMS. For example :

- **Introductions to sites** already using HRMS systems to give you independent references.
- **Selecting the best vendor** for the project according to your objectives.
- Getting a clear idea of the **budget and duration** of the project from design through implementation.
- Analysing what **new processes** need to be implemented according to company objectives and the selected system.
- Planning and carrying out the most **resource-effective implementation**.
- Preparing and delivering effective **training** for HR staff, managers, employees.

A new HRMS has a major impact on every company that purchases one ; it is imperative that this impact is understood and taken into consideration from the very beginning. **Our experience in both human resources and IT, along with our analytical and implementation skills, can help you meet your HRMS objectives while respecting your financial resources and your human resources.**

From discovery to emerge Oakwood will go through the decision making process with you bringing the different groups within your organization to a consensus.



**Benefits** — Consensus . Costs . Facilitation  
 Reduced Time . Clear objectives . Smooth transition