Speybl

CHECKLIST

HR SYSTEM SELECTION CHECKLIST

HR system selection checklist

Ten questions to ask every vendor and ten things to check off before you sign. Take it to your next vendor call, or go through it with the people who will work in the system.

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WHAT'S INSIDE THE CHECKLIST

1 Ten questions to ask every vendor

2 Checklist before you sign

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Ten questions to ask every vendor

- [ ] **1.** Which items on my list does the system cover today, and which are on the roadmap?
- [ ] **2.** How does the data get into [your payroll system]? In what format, and does anyone have to retype it?
- [ ] **3.** Can I try it with no card and no commitment? For how long?
- [ ] **4.** How long did the rollout take for a client like us — and where did it drag?
- [ ] **5.** What exactly falls on us during the rollout, and how many hours is that?
- [ ] **6.** Can I run one module and switch the rest on later?
- [ ] **7.** What does a regular employee see, and what do they need to know how to do?
- [ ] **8.** Where does the data sit, and how do I get it out if we part ways?
- [ ] **9.** What happens to the price if we grow by twenty people?
- [ ] **10.** Who helps me when something breaks, and in what language?

> If the answer to questions 2, 4 and 8 is “I'll show you on the demo”, that's an answer in itself.

Checklist before you sign

- [ ] I have a written monthly list of what our people admin costs us
- [ ] The system covers at least what's on that list
- [ ] I've confirmed that payroll data goes into our payroll system without retyping
- [ ] I have been through a trial with our own data, not just a demo
- [ ] I know how long the rollout takes and what falls on us

- [ ] I can start with one module
- [ ] At least one person who will work in it daily has tried it
- [ ] I know where the data sits and how to get it out
- [ ] I know what happens to the price as we grow
- [ ] I know what data the AI works with, where it runs and who makes the final call