

Sample HR Software Checklist

	Excellent	Adequate	Deficient
Software Structure			
Options for customizing the product			
Ability to modify pre-defined reports and generate custom reports without programming			
Ability to modify input, content, format, screens, etc			
Product uses database fields to hold information			
Allows easy data import and export			
Seamless integration with payroll software			
Software Features			
Runs under Windows version we currently use in the office, convertible to updated versions			
Performs the basic HR functions required within my organization			
Allows adequate number of simultaneous users with room for growth			
Tracks company organization structure			
Tracks multiple employee leave types			
Provides an up-to-date, online company employee directory, deployable over the company intranet			
Contains detailed attendance-tracking functionality			
Tracks salaries, performance reviews, bonuses and stock options			
Contains detailed benefits management functionality			
Handles file attachments (such as applications, resumes, reviews) to any applicant or employee record			
Tracks applicant information and easily converts applicants to employees			
Provides complete government reporting and compliance capabilities			
Integrates with Payroll			
Software Operations			
Quick and easy software implementation			
Allows more than one user in one module at a time			
Documentation is understandable and easy to read			
Tutorials, Wizards and Help screens are worthwhile, in-depth and included with the product			
Training is available from qualified sources			
Allows sensitive functions to be password-protected			
Allows you to specify and limit operations by user			
Provides alerts via e-mail to date- and time-sensitive events (e.g., review times, payroll changes, status of new hires)			
Software Manufacturer			
Updates product frequently and provides bug fixes			
Active R&D effort underway			
Has history of releasing product upgrades			
Has a large installed customer base			
Technical support programs are in place and available			
Offers choice to run as a packaged application or ASP/Managed Operations			
Has references to back up statements			