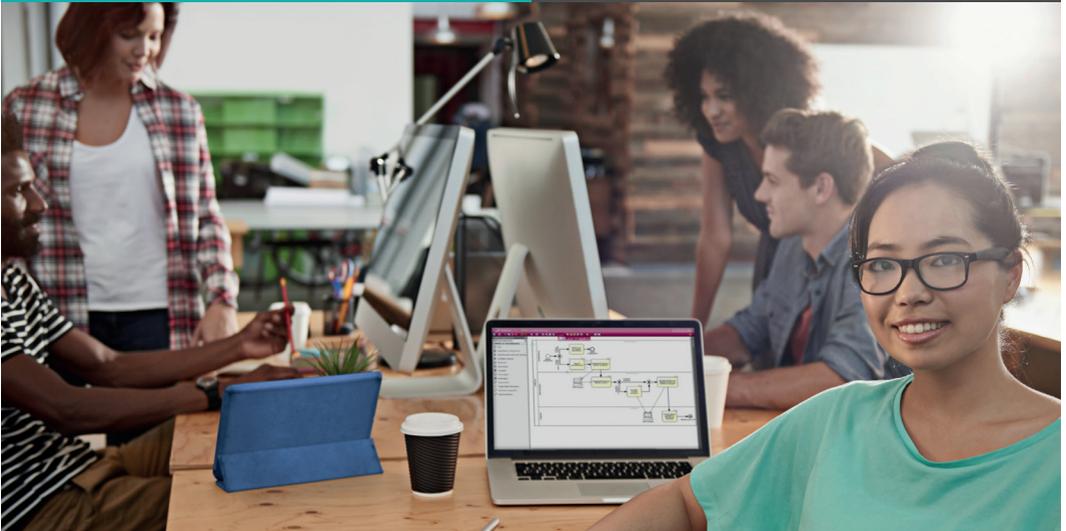Best Practice

# Signavio Process Manager & Human Resources – a Perfect Pair

It's not uncommon to find HR departments that are overwhelmed. Just take a look at how most companies move through the hiring process. A manager needs a new team member so he asks HR to advertise a vacancy. Even though they've hired for a similar role in the past, no one can find the job description they used so they have to draft a new one. They post it online and hope for the best. A couple weeks later, a team member remembers to check if any applications have rolled in and they suddenly realize that they're flooded with applications – but many of them aren't qualified for the advertised role. There's no understanding of whose responsibility it is to screen the applicants initially and the manager who's waiting for a new team member is getting impatient as the work piles up. After weeks of wading through applications, HR finally begins reaching out but many of the applicants are no longer interested. After a drawn out hiring process, the new team member starts at the company. But when he arrives for his first day, his manager is on vacation, the IT team doesn't have his computer ready, and no one knows what tasks he's been assigned.

Most people would be right in assuming that that company's hiring process was inefficient, and the HR team would probably agree. They know they need a better process, but knowing how to restructure it to avoid similar situations in the future can be challenging. Where do you start? How do you collect process knowledge from the team in a transparent way? How do you assign roles and responsibilities going forward? These are all important questions that need to be answered, and they are especially relevant for HR professionals.

How Signavio can help

Signavio Process Manager takes the guesswork out of process improvement by guiding you to find the right answers to these questions and others. The best part? The nightmare scenario outlined above is replaced with a more efficient and responsive process.

Let's take the same scenario, but this time the company is using Signavio Process Manager. The tool was used to map the hiring process from start to finish. You can see an example in the following figure:
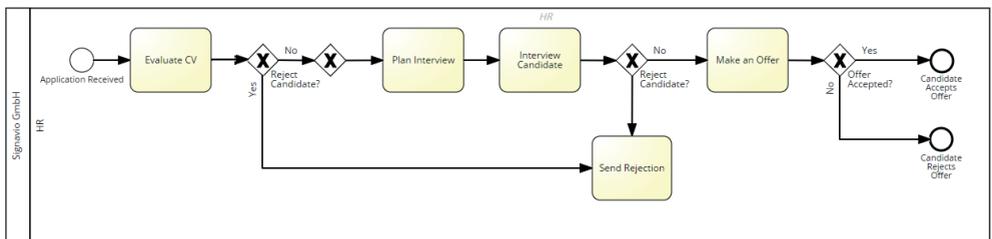
When a new application is submitted, the process is triggered. The candidate moves through each step seamlessly.

The process works like this: A top candidate applies and their application is forwarded to the hiring manager and HR automatically. HR reaches out the next day to schedule an interview. The candidate accepts, impressed by the punctual response. During the interview, the company provides a breakdown of the position's roles and responsibilities, as well as the position within the team – all information that is easily viewable using Signavio Collaboration Hub. The candidate accepts a job offer and while he's waiting to start his new role, HR is already coordinating with the IT and the operations teams to make sure he has a desk, computer, and access to the building, not to mention accounts for email and all the software tools.

If your company isn't operating at the level of efficiency described in the scenario above, you're not alone. Many HR departments struggle to keep up with demands from inside and outside of the company.

With Signavio Process Manager, you can easily capture your current state processes alongside your desired future state for comparison and analysis. The collaborative design mirrors popular social media forums with its commenting and sharing functions, which means that all team members can contribute to designing new processes.

Designed as a modern solution, Signavio Process Manager leverages the interfaces, devices, and working practices of today's workplace to help you realize the future of your business. It's cloud-based, which means that busy HR professionals can use it wherever they are, as long as they have a web browser handy. Here are some features that we know you'll love:

› It's drag-and-drop Quickmodel feature means you can start modeling in minutes and there's no coding skills required.

› Signavio Collaboration Hub provides a central meeting place for all employees to comment on and share ideas and insights. It can be easily accessed in a common web-browser.

› It's easy to run simulations to see how efficient your procedures are in practice. Need to tweak a process? Simulations let you see how it will affect other tasks before implementing it.

› Reports can be generated with just a few clicks and let you analyze cost-intensive activities.
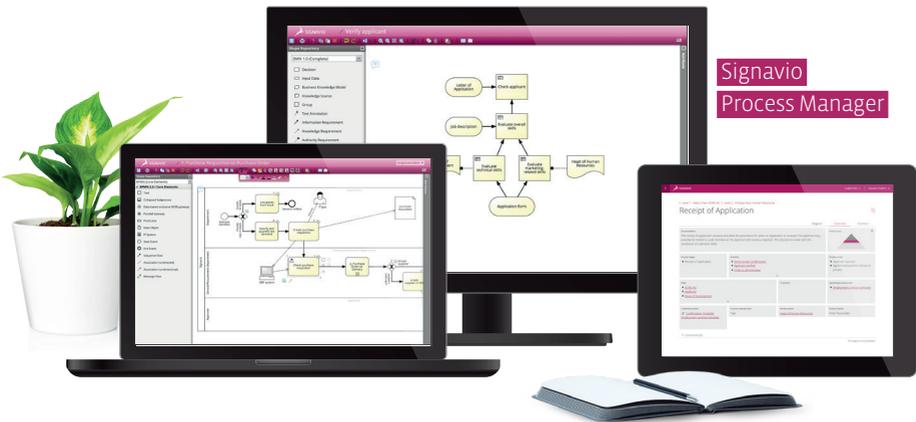
Signavio
Process Manager

Benefits of Process Manager for HR

Process Manager is designed to address challenges across industries and among a wide array of teams company-wide. When applied to common issues within HR departments, Process Manager can help clarify confusion and streamline existing processes.

› Attract top talent. Don't loose top candidates in the shuffle. Instead, use Process Manager to create workflows that carry applications through the process and ensure that you're in contact with the top applicants. During the interview process, demonstrate your company's transparency and organization by easily showing them what roles and responsibilities the position comes with using Signavio Collaboration Hub. The candidate will be able to make a well-informed decision and you're sure to find the best fit for the company.

› Provide transparency. With Process Manager, everyone on your team will know their roles and responsibilities, along with the tasks that need to be completed. The collaborative design allows everyone to share knowledge across teams and departments.

› Move beyond RACI. Move past the matrix of the past and into a more sustainable solution for assigning roles with Process Manager. You can conveniently generate a RACI report within Process Manager with just a few clicks.

› Save time. Instead of constantly trying to dig up a job posting from the last time you used it or – even worse – rewriting it every single time, use the dictionary function in Process Manager. It allows you to easily export job profiles so they're always at your fingertips and you're not wasting valuable time reinventing the wheel.

› Plan for the future. Process Manager's simulation feature lets you see how different scenarios will play out, which can be especially helpful for HR professionals in calculating manpower estimates. Do you need to see how far you can stretch a department's budget? Just plug in the hours and cost and see how it affects your processes over time.

› Make data-based decisions. Process Manager allows you to generate reports showing cost and resource analysis, so your teams know exactly what projects cost. This can help you make better decisions about resource allocation.

› Onboard employees faster. New employees require a lot of information from different departments to get started. HR needs to coordinate with IT, security, business operations, and the department they're working in. Having a process in place that starts coordinating all of these things across departments means new employees can get started with their tasks much sooner.

Register for your
30-day free trial at
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Questions?
Send us an email.

✉ info@signavio.com
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