

## How to Centralize HR and Recruitment

---

Recruitment is hard, mainly because it deals with the most complicated organizational element – **Human resource**s. It becomes more challenging when the employee strength grows and the HR processes multiply in number. That is why modern-age businesses are turning to centralized **HR and recruitment**.

### Introduction

A centralized **HR and recruitment** system brings all the activities of HR under one roof. Instead of spending hours screening candidates' profiles and performing mundane administrative tasks manually, **HR professionals** can manage them effectively by having **Human Resource Management Software (HRMS)** in place.

According to the [Grandview research](#), there's a whopping \$10 billion global demand for HR software. And why not? After all, HR software can bring a big difference to an organization. It can simplify the decision-making process by providing access to real-time employee data, which is vital for analyzing various aspects of a business.

Let's read in detail to understand why companies should centralize HR & recruitment.

### Why Centralize **HR and Recruitment**?

Because the competition is stiff, businesses are evolving, and everything is getting automated. In the **long term**, only those who adopt centralized HR systems will stay ahead in the race. Let us see some of the benefits of centralizing the HR department.

#### 1. Storage of employee data

HRMS can store all data pertaining to an employee safely and securely. It eliminates the tedious paperwork and innumerable employee record-keeping activities such as employee background, educational qualification, employment history, compensation and benefits, identification proof and much more. With centralized HR systems, all this information can be retrieved anytime from anywhere, leading to quicker execution of activities.

#### 2. Employee payroll management

A centralized HR system can make payroll management much easier and quicker. It is not just related to the payment of salary. HRMS can effectively handle critical HR tasks – such as salary payouts, bonuses, tax deductions, and leave encashments. The software simplifies all these processes and reduces the chances of human error.

#### 3. Recruitment management

Hiring talent manually can be tedious and time-consuming. There goes a lot of time in designing job descriptions, making job postings, and other such tasks. Besides, recruitment involves a lot of manpower.

The HR software system streamlines the hiring and selection process by automating various aspects of recruitment – including sourcing, screening, documentation and onboarding. As per [PwC HR Technology's Survey](#), 58% of companies use HR technology to source, attract and retain talent. And this number is only going to rise in the future.

#### **4. Employee performance management**

Performance management is a crucial component of HRM. Generally, employees have to wait till year-end to receive their performance reviews. However, in the case of a centralized system, the employees can get 360-degree real-time feedback from their managers. So, they can get instant reviews on their performance and rectify their mistakes timely.

### **How to centralize HR and recruitment**

#### **1. Making use of recruitment tools like ATS**

One of the critical areas of HR is talent acquisition. Recruiting and hiring the right candidates at the right time is essential for the smooth functioning of a business. Automation tools like ATS (applicant Tracking System) help speed up the process of recruitment by eliminating the manual effort of screening each CV.

With an HR automation tool in hand, candidate screening can be done quickly, which otherwise takes a lot of time. All you have to do is set filters using keywords, and the software will automatically select the relevant profiles for different job openings. This way companies can attract qualified candidates and complete the hiring process much faster.

#### **2. Paperless onboarding**

Statistics suggest that almost [20%](#) leave their organizations within 45 days due to poor onboarding. This shows that smooth onboarding is necessary to retain new hires. It is also a reflection of the company's culture.

Traditional companies' onboarding involves a lot of paperwork, signing of documents, and completing other similar formalities. With paperless onboarding, the process becomes 2x faster. Rather than a week, it takes only a few hours to process all the documents.

#### **3. Using HR Analytics**

The Human Resource department collects a variety of data. But most of it goes unused because it takes too much time to sort all the data manually. HR Analytics helps solve this problem.

Small companies may not find it difficult to maintain all employees' data and draw insights from it; however, it becomes a challenge when the company size is big. Large organizations can use HR analytics to collect and store employee data, which can be used to analyse retention rates, employee engagement rates, absenteeism rates, etc.

## **5. Implementing an HR management software**

If you want a complete transformation of your HR department, go for full-fledged HR management software. It will take care of all the activities of HR. With HRMS, you can manage recruitment, payroll, attendance, leaves, employee performance, employee engagement and all other aspects of HR in one place.

Besides that, employees can ask questions or their queries directly in the system and need not make appointments with the HR managers. This reduces the number of phone calls and emails, thereby saving much time.

### **Centralized HR & Recruitment for better HR practices**

The advancement in technology has touched every aspect of a business, Human Resources being one of them. In today's fast-paced business environment, where decisions are taken ten times faster than ever, having a centralized HRM system is the way forward.

Now manage all your HR tasks – recruitment, payroll, performance management, employee data, and more with a robust and powerful HRMS. What took you days to finish will now take just a few hours. So don't wait; book a free demo now!

**Meta Description:** 4 sure-shot ways you can centralize your HR processes! If you're tired of maintaining huge files of employee data and endless excel sheets, go for centralized HR & Recruitment.