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# Introduction

In today’s environment, an effective Human Resource management is critical to the success of any organization, particularly for small and medium-sized business (SMBs). Mostly thinks that it’s a waste of money for a HR management system in SMBs but these businesses mostly struggle with fragmented and manual HR processes. For example, human error may lead to tons of trouble and lower down the efficiency.

To address these challenges, our HR management system leverages Google App Script to create automation for various tasks. This project heavily revolves around solving problems with available tools within Google Workspace. The tasks automated consists of generating email and automated environment for the whole process. It provides tools for handling staff data, candidate information, and interview scheduling, all inside the familiar and popular Google Workspace environment. Also, by automating key HR functions and ensuring the consistency of data between Google Spreadsheet and Google Forms, our solution provide centralized, efficient and user-friendly platform.

# Problem Statement

Human Resource (HR) management is directly impacting a company’s efficiency, employee satisfaction, and overall success. However, small and medium-sized businesses (SMBs) often face significant challenges in managing HR processes. According to a survey by Deloitte, 71% of companies consider data integration and consistency as critical issues in their HR technology strategies. HR departments frequently struggle with maintaining and accessing up-to-date employee data due to the use of disparate systems for different HR functions. This leads to the duplication, inconsistencies, errors and troubles while managing the employees’ data.

Not only that, there’s also another study stated that knowledge workers spend roughly 30-40% of workday searching for information. (Sid Probstein, 2019) This means that most employees spend more time to understand how it works rather than working. Examples during HR management, decision-making and updating employees’ records need staff to be clearly understood the whole situation of that employee and company situation. Therefore, the integration of employee data management, decentralized data and manual processes should be emphasized. ￼

# 3.0 Improvements/Solutions

The proposed HR Management System addresses significant pain points in existing human resource management by providing a unified, integrated, and user-friendly system built on Google Apps Script. The technology streamlines data administration for small and medium-sized enterprises while also improving the efficiency and accuracy of HR activities.

## 3.1 Integration

The HR Management System seamlessly integrates various HR processes into a single and unified platform. By allowing for consistent data exchange between Google Sheets and Google Forms, the solution greatly minimises the manual manage for employee and candidate records. This connectivity guarantees that data input in one area of the system is automatically updated across all relevant papers and forms and minimize the data duplication and reducing mistakes. Furthermore, the system guarantees that all HR operations are linked together and up to date by setting up automated triggers for form submissions and spreadsheet changes. This provides an accurate source for all HR data. This integration eventually simplifies processes, improves data quality, and facilitates improved decision-making within the human resources department.

## 3.2 User-friendly interaction

### 3.2.1 Easy-to-use features

The HR Management System is designed to be user-friendly which can enhance the user – HR managers’ experience. Automated formatting scripts ensure that reports and selected ranges in spreadsheets are consistently formatted which improves readability and making it easier for users to interpret data. Automated ID for candidates, employees, and interview schedules reduces the risk of errors in manual entry to ensure that each record is unique. Additionally, the system sends automated confirmation emails to candidates upon form submission. It facilitates timely and efficient communication. These features collectively reduce administrative overhead, minimize the potential for human error, and make HR processes more efficient.

### 3.2.2 Centralized theme

A consistent and centralized theme across all interfaces further enhances the user – HR managers’ experience. The system applies uniform formatting to all spreadsheets, ensuring that users encounter a familiar and intuitive layout regardless of the document they are working with. Standardized email templates provide a professional and cohesive look, reinforcing the organization's branding and ensuring clear and consistent communication. It’s not only making the system easier to use but also promotes a sense of professionalism and order which can enhance user satisfaction.

## 3.3 Centralized Data

Centralising all employee, candidate, and interview data in Google Sheets makes it easier to access and manage. This strategy guarantees that all essential information is kept in only one location, which makes it simple for HR personnel to retrieve and update data as needed. The probability of inconsistencies falls with centralised data because there is only one version of data. This centralisation makes comprehensive data analysis and reporting easier, allowing HR managers to make wise choices based on accurate and up-to-date data. Furthermore, the usage of Google Sheets enables seamless collaboration among HR team members as numerous users may view and edit data in real time, improving the efficiency and effectiveness of HR operations.

# 4.0 Product Demonstration

# 5.0 Analysis

## 5.1 Integration

Integration minimizes the chances of data discrepancies and errors that can occur when data is manually transferred between systems. This leads to more accurate and reliable employee records. Nevertheless, the improved data accessibility and processing capabilities enabled by integration can significantly increase the overall efficiency of HR operations. This can lead to cost savings, reduced errors, and a more seamless employee experience throughout the HR lifecycle.

## 3.2 User-friendly interaction

Google form provided a user-friendly interface which makes it easier for HR staff to input and update employee information without requiring extensive training. This can reduce the time and effort needed to manage employee data. When HR professionals find the system easy to navigate and understand, they are more likely to be satisfied with the overall user experience. This can lead to higher rates of adoption and engagement with the HR tools.

## 3.3 Centralized Data

With the data centralized, authorized HR personnel can easily access the information they need, as it is readily available and organized within the system. This can streamline various HR processes and tasks. By utilizing an organised and centralized employee data enables faster and more efficient retrieval of information when needed, such as during onboarding, performance management, or compliance-related tasks.

# 6.0 Features

-integrated of hr processes

-automated formatting

-automated ID generation

-automated email sending

-centralized theme

-centralized data management

-user-friendly ui

# 7.0 Marketing Strategic

The product mainly focuses on Small to Medium size business (SMBs), the aims is to provide an efficient Human Resource Managment system suitable for SMBs with low operation cost and minimum knowledge requirements. Automation is one of the key features to achieve lower manpower while sustaining the efficiency and effectiveness of the system. The system is designed to be widely available to every SMBs around the globe and utilizing user-friendly environment for better understanding about the system and satisfaction of the user to interact with.

# 8.0 Competitor Analysis

The system is highly automated, minimizing the need for user interaction and thereby saving time and effort. This automation is particularly beneficial for SMBs, who often operate with limited resources. The system boasts low operational costs. It requires minimal knowledge of the software, allowing SMBs to avoid spending on extensive training resources. Additionally, the product employs centralized data management, ensuring data integrity and consistency while maintaining efficient operations. This centralization is crucial for SMBs to keep their data organized and easily accessible. Finally, the system's ease of management is emphasized through its integration with Google Workspace tools, facilitating straightforward management and use. These factors allow the product to be more competitive in comparison with traditional excel spreadsheet documentation and legacy system which involves paper-based documentation and stationery.

# References

*Reality Check: Still Spending More Time Gathering Instead Of Analyzing*. (n.d.). Retrieved July 28, 2024, from https://www.forbes.com/sites/forbestechcouncil/2019/12/17/reality-check-still-spending-more-time-gathering-instead-of-analyzing/