

# Use Of SharePoint In The HR Industry

## TechRounder PDF Edition

Live article: <https://www.techrounder.com/software/use-of-sharepoint-in-the-hr-industry/>

---

By Vipin PG | Published November 1, 2021 | Updated November 1, 2021 | Format: Article | 4 min read

### In brief

Microsoft introduced SharePoint in 2001 as a data management software. However, it is until recently that SharePoint has got its share of recognition and popularity.

Microsoft introduced SharePoint in 2001 as a data management software. However, it is until recently that SharePoint has got its share of recognition and popularity. The software is integrated with Office 365 tools so that industries can make most of it. For example, industries like Software Development use this software for project collaboration and workflow management. On the other hand, the healthcare industry utilizes SharePoint to make an extensive archive of patient details for efficient record management.

Similarly, the education sector has found SharePoint's use in creating an extensive student database and their academic records and medical history. SharePoint has changed the ways of businesses in the modern era of digitization and globalization. On similar lines, the HR industry can also make effective use of SharePoint. Here is how the HR industry is making the most of SharePoint.

## HR Management

One of the primary functions of HR is to hire efficient people for the organization. Therefore, they need to go through every candidate's profile to see if they are eligible for the opening. Many professionals apply for a position in an organization, so there is a vast bulk of data.

SharePoint allows the HR department to store data with effective data management tools. The extensive database also helps in keeping relevant personal information along with professional records.

It helps in speedy hirings, which helps in saving the organization's valuable time and resources. Additionally, SharePoint also provides customizability options. It helps the industries create an exclusive SharePoint HR system for their tasks, suiting their needs and requirements. HR can utilize this tool to custom build their portal for ATS software.

## Employee Recruitment

SharePoint creates a consolidated database, which provides efficient task management and collaboration. HRs can use this software to save themselves from going through the bulk of data individually.

Once they create their organization's portal, they can punch in the keywords in the search bar to pull out relevant applications and resume. Also, HRs can collaborate during hirings by updating the checklist and status and uploading candidate information.

If multiple HR officers are conducting hirings at different locations, they can cooperate using a SharePoint database. Additionally, You can also use SharePoint to store interview details and applicant details.

It can help in preparing a comprehensive strategy for future placement drives. Also, HRs can prepare a report using the stored statistical analysis to streamline their hiring process.

SharePoint can also be used to save brochures, details of work environment, expectations from new joiners on the database, which the employees and the employers can access.

## **Employee evaluation and management**

Apart from hirings, HRs also have to manage the existing workforce and ensure their development and skill enhancement. HRs can use SharePoint to create a custom portal for employee information.

Here they can store all the employee information such as professional records, salary, and personal information. In addition, SharePoint uses an end-to-end encryption method to protect sensitive personal information, so there is no issue in creating an online database.

Additionally, HRs can decide who can have access to the information. In case of unauthorized access, SharePoint will alert the officials. Similarly, HRs can also use SharePoint to keep track of employees' work records. Information like the number of leaves, days in the organization, working hours, training, etc., can easily be managed through SharePoint.

Additionally, HRs can also upload new skill development tools and design a test to keep track of progress. You can manage all this information through SharePoint.

The consolidated database is also the best way to conduct employee surveys and assessments. Lastly, HRs can manage employee requests regarding leaves, benefits, salary, etc., through a custom SharePoint portal.

## **Keep track of policies and procedures**

Running an organization is not a cakewalk. Company officials have to ensure that all the regulations and compliances are in place. Moreover, rules and regulations go through frequent amendments.

Therefore, it is crucial to keep an eye on them to save the organization from heavy penalties. HRs can use SharePoint to keep track of regulations and policies and ensure that their organization adheres to them. Additionally, every company or organization has its own set of bylaws and employee rules.

HR is also supposed to ensure that all the employees strictly adhere to company policies. There are several state policies, too, regarding employee management. SharePoint can be used to ensure that all the laws, bylaws, and compliances are in place.

Moreover, HR can upload company regulations and terms of agreements on the portals, and employees can upload their signatures accordingly. Next, HRs can schedule notifications regarding rule updates. Lastly, the audio-visual tools in SharePoint can be used to draft extensive presentations to test employees' knowledge and keep them updated.

## **References**

1. lanteria.com - <https://www.lanteria.com/>