

HR Information Management Reading List

Read through the following materials to familiarize yourself with common HR processes and how HR departments are starting to update their information management system(s).

How would adding intelligent automation to your HR department improve processes?

This HR brief highlights how to use process automation technology and tools to advance the efficiency of HR processes. [Read more here!](#)

Viewpoint: From ‘systems of record’ to ‘systems of productivity’

This brief SHRM article discusses how HR information should be managed with a System of Record to enable productivity for any business. [Read more here!](#)

The state of intelligent information management: Getting ahead of the digital transformation curve.

This AIIM eBook is not HR specific; however, it provides important guidelines on how to use an information management system in a way that “moves professionals away from being the janitors of information to a more value-based approach.” [Read more here!](#)

What does it mean for HR processes to be both intelligent AND connected?

If you’re not sure if your information management system needs updating, this report by AIIM discusses modern approaches to managing HR information, and how to update your system to meet consumer demand. [Read more here!](#)

Onboarding new employees: Maximizing success

This SHRM resource is a comprehensive guide to hiring and onboarding employees, including common workflows and strategies to managing HR information to ensure compliance and productivity. [Read more here!](#)

Recordkeeping 101: Tips for organizing employee records

This SCORE article provides key guidelines for employee-related records retention. SCORE is a seasoned premier source for business mentoring and education, so their tips on keeping retention policies consistent and secure are invaluable. [Read more here!](#)