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| Checklist For Assessing the Right HR Technology For You by Murad Salman Mirza | | | |
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|  | **QUESTIONS** | **YES** | **NO** |
| 1 | Does this technology fulfill all the key aspects of desired functionality? |  |  |
| 2 | Are there cheaper options available with similar functionality? |  |  |
| 3 | Are there any key tradeoffs in procuring this technology? |  |  |
| 4 | Does the price justify the procurement of such technology? |  |  |
| 5 | Is there a demo available to comprehensively assess the key features of this technology by simulating the unique needs/expectations of the organization? |  |  |
| 6 | Are there any innovations suggested by the workforce that can be implemented efficiently and effectively within the current resources without procuring the technology? |  |  |
| 7 | Are there any hidden costs in procuring this technology? |  |  |
| 8 | Is there a significant chance of negative reaction from the management/employees/unions for procuring this technology? |  |  |
| 9 | Will it be easier to replace this technology with a better alternative in case things don’t work out according to expectations? |  |  |
| 10 | Will this technology permanently replace the human workforce or is it a temporary solution? |  |  |
| 11 | Can the organization selling this technology be trusted |  |  |
| 12 | Are there sufficient and robust guarantees/warranties incorporated in the purchase agreement in case of functional failures? |  |  |
| 13 | Will any updates be available on complementary/discounted basis? |  |  |
| 14 | Is there a specified representative available for any assistance? |  |  |
| 15 | Will there be 24/7 access to customer service? |  |  |
|  | **QUESTIONS** | **YES** | **NO** |
| 16 | Is training on technology covered within the procurement contract and will it cover sufficient number of employees for effective application? |  |  |
| 17 | Is the training on this technology easily transferable? If not, will it require special facilities/venues/physical presence? |  |  |
| 18 | Is there a ‘train the trainer’ program available for the technology? |  |  |
| 19 | Are any licenses involved in the use of technology? If so, are they covered in the initial procurement cost? Do they require renewal? If so, will that become a prohibitive cost due to the basis on which they are given? |  |  |
| 20 | Is the provision of any hardware also part of the procurement contract? If so, will that require separate licenses? If so, will that become a prohibitive cost? |  |  |
| 21 | Are spare parts/routine maintenance items/services covered in the procurement contract? If so, will they become a prohibitive cost? |  |  |
| 22 | Is supplier the original owner/creator/manufacturer of technology? |  |  |
| 23 | Is the technology’s patent expiring soon? If so, can the purchase be delayed for a cheaper version/better alternative? |  |  |
| 24 | Can the technology be easily hacked? Are there any studies available? |  |  |
| 25 | Are there any environmental conditions required for the technology to work at an optimum level? |  |  |
| 26 | Are there clearly identified minimum and maximum level of operational limits? |  |  |
| 27 | Is the court of jurisdiction acceptable for resolving matters through arbitration or legal discourse? |  |  |
| 28 | Can the technology be resold/repurposed if it becomes obsolete? |  |  |
| 29 | Can the technology be integrated with present systems in the organization? |  |  |
| Checklist For Assessing the Right HR Technology For You by Murad Salman Mirza | | | |
|  | **QUESTIONS** | **YES** | **NO** |
| 30 | Can the technology be purchased in modules and integrated with better performing modules of other competitors? |  |  |
| 31 | Is the cost of conversion to this technology reasonable? |  |  |
| 32 | Will any current resources/assets become obsolete as a result of adopting the technology? If so, is there a viable plan for their disposal? |  |  |
| 33 | Is there an alternative option available for resourcing technological support in case the original supplier goes bankrupt? |  |  |
| 34 | Are there any customer testimonials available with respect to the efficacy of this technology? |  |  |
| 35 | Are there any legal/regulatory approvals required for utilizing this technology? |  |  |
| 36 | Are there any upcoming/emerging technologies that will be more useful/better in catering to the needs of the organization? |  |  |
| 37 | Are there any Merger & Acquisitions (M&A) activities coming up for the organization that may invalidate/marginalize this technology? |  |  |
| 38 | Would the purchase of this technology impede any strategic growth initiatives of the organization? |  |  |
| 39 | Are the best available online protocols being used to address security/privacy concerns for using this technology? |  |  |
| 40 | Can this technology be used/secured offline? |  |  |
| 41 | Can this technology be operated remotely? |  |  |
|  | **QUESTIONS** | **YES** | **NO** |
| 42 | Are there any countries where this technology is banned/restricted? If so, will that limit the organization’s ability to use this technology effectively? |  |  |
| 43 | Is the seller authorized to change/update the technology remotely without prior consent of the organization? |  |  |
| 44 | Is this technology able to interact/communicate with smart devices/machines with the knowledge of the organization? |  |  |
| 45 | Is this technology able to interact/communicate with smart devices/machines without the knowledge of the organization? |  |  |
| 46 | Can the operational monitoring of this technology be done through mobile devices? |  |  |
| 47 | Can this technology be run on different platforms? If so, are all the major platforms covered? |  |  |
| 48 | Is the technology insured against any lawsuits stemming from a security breach/loss of data/information leakage? If not, will the organization have significant legal exposure in areas/regions/countries of operation? |  |  |
| 49 | Is this an AI-enabled technology? If so, can the embedded AI be overridden by human commands? |  |  |
| 50 | Are there clearly defined and effective remedial measures available from the owner/seller/manufacturer in case the AI-enabled technology refuses to acknowledge or operate under human commands? |  |  |