SOLVING HR TEAMWORK CHALLENGES WITH
COLLABORATIVE SOFTWARE

The modern-day HR department moves at a hyper-accelerated pace, a reflection of the flexible, fluid, talent-centric businesses that they help fuel. The speed at which industries change, technology advances, and, in general, at which business is done, means that the very best are the companies that realize they can never stop innovating and adapting, or else they will lose their competitive advantage.

Your company's HR department is the engine that fuels this innovation, acting as a portal through which top talent enters your organization. Successful companies are built on successful HR departments, and all successful HR departments have one thing in common:

EFFICIENT COLLABORATION

In today's business climate, your human resources team can no longer survive with just a few central nodes of authority to solve problems. Only through a culture of effective collaboration can departments fully explore the solution space, creating a culture and environment that benefit the company's chances of hiring the next wave of passionate professionals.

The issue is that a collaborative human resources department is easier said than done. The reality of the situation is that having multiple HR professionals working on an employee file often leads to mistakes, breakdowns in communication, and difficulties completing complex tasks.

Let's explore the benefits of HR collaboration, how to foster this environment, and how the collaborative powers of technologies such as Soda PDF can help solve the issues standing between businesses and better communication.

THE ARGUMENT FOR EFFECTIVE HR COLLABORATION

Collaboration and sharing ideas help stimulate creativity, aid in professional development, and create a working environment that is conducive to employee success. Useful knowledge, skills, and ideas exist at every position and at every level within a company. Whether it's simply sharing ideas, working together to solve problems, or consulting each other on decision making, an HR department that focuses on putting each member's unique skillsets together is an asset to a company.

The benefits of more-effective communication are understood by employees and executives alike[1]:

- **75% of employers rate collaboration as "very important"**
- **Nearly half of millennials support social tools for workplace collaboration**
- **97% of employees and executives believe that lack of alignment within a team impacts the outcome of a project**
- **86% of employees and executives cite lack of collaboration as the cause of workplace failures**

It's clear that not only do companies benefit as a whole from collaborative teams, but employees themselves (especially millennials, the demographic which makes up the majority of the labour force) prefer it.

Despite the clear benefits, there are still many organizations that don't put a premium on effective teamwork, and those that do are often met with a set of challenges that creates more issues than the initiatives solve.

Collaboration is the key to a successful HR department that attracts top talent, but when it's done ineffectively, it ends up holding teams back. It's for this reason that businesses are now turning to collaborative technologies such as Soda PDF at a growing rate.

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1 blog.clearcompany.com/7-workplace-collaboration-statistics-that-will-have-you-knocking-down-cubicles

THE CHALLENGES FACED BY HR DEPARTMENTS

Two heads may be better than one, but if they are constantly at odds with each other, out of communication, unable to work together, and repeating the same tasks, or worse, overwriting information and wasting valuable time, then the company has taken a step in the opposite direction.

Poor communication affects your bottom line: it is estimated that employees spend two-thirds of their time at work each day collaborating, and that poor communication can cost employers an average of $11,000 PER EMPLOYEE.[2]

HR presents a number of unique challenges for collaboration, many of which are not experienced by other departments, including:

- Sensitive information (employee personal data, salaries, etc.)

- The need to constantly update employee files

- Different employees working on the same files, sometimes in different branches or even countries

- Changing legislation requiring more information to be on file

- The need to update and compare employee docs to a master file or to someone else's work

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A culture of teamwork is built from the top down, and emphasis must be placed on motivating employees, encouraging people to share, and choosing the right technology to aid in collaboration. Decision makers are faced with the task of choosing the right tools to help make their teams more efficient.

2 www.webtorials.com/main/resource/papers/Mitel/paper2/2017-Workplace-Productivity-SotM.pdf?l=WT-17-03-23-Mt

HOW SODA PDF EMPOWERS COLLABORATION

Collaboration is the key to creating an HR department that will help make your company an industry leader by attracting top talent, but as we've seen, the difficulties in coordinating and efficiently maintaining the growing loads of HR paperwork that your team has to deal with increase as more team members work together. Collaborative technologies such as Soda PDF help companies solve this problem by helping teams work together better, increasing efficiency while saving time and money.

Soda PDF can empower collaboration within your company by allowing multiple people to work together on an employee file without costly mistakes or wasted time. With Soda PDF, you can look at and confidently say "we want the best within this group, but we would be happy with any one of them." Some tips for conducting a thorough resume review:

- **Easily compare documents to better track work** - features such as Side-By-Side View and Compare Documents give colleagues the ability to see what each person has done, changes that have been made, tasks that have been completed, etc. Now, with a bird's-eye view of workflow, it's easier than ever before to avoid time-consuming mistakes like overwriting a co-worker's changes unknowingly.

- **Save documents in the cloud for easy access** - not only is it important for the latest versions of each document to easily be saved, geographically separated teams need easy access to important documents. More and more employees need to access documents from their tablet or smartphones, and, oftentimes, they are doing it remotely.

- **Add markup for recognition and communication** - one major aspect of effective collaboration is recognition for your contributions. Your employees will appreciate knowing that the work they do can be easily saved under their name for both recognition and future reference. Other markup tools such as highlighting and commenting allow for more effective review and brainstorming.

- **Increase restrictions for better security** - collaboration by nature involves bringing more eyes into the fold when working with documents. When working with sensitive employee data, it's important to restrict who can view and edit certain documents. Soda PDF allows your HR team to restrict access for tighter security. Only approved members of the team will be able to work on it, but others can still read the doc if necessary.

- **Sign and send at light speed** - HR departments have an endless stream of documents that need to be signed. The Soda E-Sign feature lets your department quickly send docs off to executives, managers, and new recruits for immediate signing, cutting days off the onboarding process.

Collaboration is what's driving the industry leaders of today. Empowering your HR department with Soda PDF's collaborative capabilities will help you mould a human resources team that will serve as the foundation for your company's future success.