***Top 4 Secrets of the Most Efficient Human Resources Departments***

A few decades ago, the HR department’s responsibilities were limited to payroll, recruiting, and employee benefits. But now, HR plays a much more dominant role in your company’s business strategy and long-term growth. With all of this new responsibility, it’s more important than ever for HR departments to be as efficient as they possibly can be.

Human Resources is truly the heart of any company—and because of that, it is vital that the HR department be working at optimum efficiency at all times.

4 simple techniques that the most efficient HR departments use to be more effective.

**Step 1: Recruiting through Social Media**

Using social networks to source and recruit new talent can significantly reduce both the time to hire and the cost per hire. In fact, the companies who use social networks for recruiting purposes improved the time to hire by 2.5 times compared to companies that didn’t use social networks for recruiting. Reducing the time it takes to hire new talent gives you more time for the countless other tasks you have on your plate, and reduces the cost of recruiting and hiring.

**Step 2: Good Talent Management Strategies**

Once you get your talent in the door and hired, how are you managing them? Are you just letting them go about their business, or are you monitoring their performance and progress? If you answered the former, then you’re not being nearly as efficient as you could be.

Simply put, talent management is a system you put in place to develop and retain your most valuable asset—your people. This includes performance assessments, corrective measures where necessary, and giving proper rewards to top performers. But tracking employee performance manually can be difficult, so it’s usually a good idea to find a talent management software to keep track of these kinds of things for you.

**Step 3: Accept Regular Feedback on Culture and Morale**

A strong company culture leads to a happy, engaged workforce—and that leads to a successful business. So how can you be sure that your company culture is engaging employees, and how can you get a feeling for the level of morale within the company?

The answer is quite simple: Just ask! Employees are usually more than willing to give feedback on how they feel about their team, their supervisors, and the company as a whole.

**Step 4: Stop Using File Cabinets**

If you’re still keeping all of your employee files, benefits paperwork, and performance reports in a filing cabinet, then you’re wasting time, space, and money. Did you know that, on average, employees spend 30-40% of their time looking for information that is tied up in emails and filing cabinets? Many HR departments have a hard time making the transition to paperless, simply because of the sheer number of documents they handle on a daily basis.

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