

Technology Assessment Matrix Tool

This tool helps HR teams evaluate their current technology landscape and identify opportunities for improvement by assessing each HR process area systematically.

Instructions:

1. For each HR process area, complete all columns in the matrix
2. Use the priority scoring guide to rate each area
3. Document specific action items needed
4. Review with stakeholders quarterly
5. Update as new requirements emerge

Priority Scoring Guide

- 5 = Critical (Significant business impact, needs immediate attention)
- 4 = High (Notable impact, address within 6 months)
- 3 = Medium (Moderate impact, address within 12 months)
- 2 = Low (Minor impact, monitor for changes)
- 1 = Minimal (No significant impact, review annually)

Assessment Matrix Template

HR PROCESS AREA	CURRENT SOLUTION	KEY PAIN POINTS	BUSINESS IMPACT	PRIORITY SCORE 1-5	REQUIRED ACTIONS
Recruitment					
Onboarding					
Performance					
Learning					
Compensation					
Benefits					
Time & Attend					
HR Analytics					

Notes

Follow-up Actions

Next Review Date

Key Stakeholders

Action Items

1.
2.
3.

Completed by

Date

Organization Name

Confidential