

Supplier scorecard

Assessing your shortlist

Your needs analysis conducted, and planning in place, now is the time to set up and screen your shortlist of online systems suppliers.

The scorecard below sets out the key criteria HR managers should typically use to assess potential suppliers. Use the scorecard as a basis from which to assess and compare your top three short listed suppliers.

The scoring system will be subjective and according to your company. Obviously, some criteria will be more important than others to different companies, so you may want to consider adding an additional 'weighting' column to let you factor in a 'weighting multiple' for the criteria most important to your organisation's needs.

Scorecard			
Selection Criteria	Supplier 1	Supplier 2	Supplier 3
Track record, eg match and views of client base in your sector			
Market 'match', ie track record in the type of recruitment you need, eg graduate, temp, blue collar, exec			
Financial stability, eg who is the supplier backed by?			
Customisation, eg ability to customise, time required and cost			
Capacity, eg does it allow for multi-users and multi-candidate types?			
Integration with your existing systems, ie both back end ERP and front end career site, and with offline recruitment			
System flexibility, eg ability to adapt system to future change requests, facility to introduce, update, store and use multiple job ad templates			
Systems functionality, eg XR-XML support, and facility to deploy on your company's own servers			
Bulk processing, eg will you be able to send out one email to hundreds of users based on one template?			
Usability, ie how intuitive is it for administrators and line managers to use?			

Scorecard			
	[cont.]		
Selection Criteria	Supplier 1	Supplier 2	Supplier 3
Look and feel, eg will it let you maintain elements of your employer brand?			
'Placement', ie will it let you place job ads with your preferred job boards suppliers?			
Candidate relationship management, eg does it allow for automated and timed candidate response, candidate sifting, and talent pools?			
Candidate tracking, ie ability for users to track candidates' progress through the different recruitment stages			
Accommodation of 'minority' candidates, eg how does the system accommodate candidates with disabilities or non-native speakers of English?			
Activity monitoring, eg facility to request and produce user and management reports as required			
Implementation, ie cost, timescales and milestones			
Training and support offered, eg provided 'in person' or in a systems CD?			
Cultural 'fit', ie do their values, systems and account management team 'fit' your company?			
£££, ie not just the cost, but the value for money			
Total			