

HR Tech Buying Checklist

This checklist is designed to help you navigate the technology buying process based on common situations we have encountered with other customers. Each organization may have a unique buying process so some parts of this may or may not apply. The Censia Team is here to help you, so if there is anything we haven't covered here that would be useful to you, please let your Censia Representative know.

Stakeholder Alignment

Are all the key decision makers/additional stakeholders aware of your need and desire for the Censia Talent Intelligence Platform?

Who is the signatory on the contract? _____

Do you need us to help you put together a business case or ROI story? (Don't sweat. We are happy to help you build this if you need one.) YES NO

Are there any cross-functional teams you will be working with on this initiative? _____

Here are some of the additional human capital teams that we have worked with in the past



In addition to the contract in a word document for review, here are some links the legal team may find helpful:

Terms of Service

Privacy Policy

GDPR

Our goal is SLA on the turn around of redline is within 48 hours.

Here are some common cross-functional stakeholders that may be involved in the HR Tech purchasing and implementation process:

IT

Liaise with your internal IT team and determine any additional needs they may have. It is common that new HR Technology is run through an IT Security Check. Here are some questions you may want to consider or discuss with them.

What information will they need to begin the implementation/integration? _____

Is there an internal team or 3rd party systems integrator we would be working with for your integration? _____

Do you need to have IT whitelist Censia IP addresses? YES NO

Here is a link to our privacy policy which includes our compliance with GDPR. >[Censia Privacy Policy](#)

Will IT need any additional documentation on our ISO Certification?
 YES NO

Legal & Procurement Review

Is there a procurement or legal process in your organization?
 YES NO

Legal Review

Some organizations have a legal team that reviews all technology contracts.

Is there a legal review process in your organization? YES NO

Do you have separate teams for different parts of the legal review? (example: GDPR team) YES NO

Has the legal team been notified of an upcoming contract to review?
 YES NO

Is there an SLA or expected turnaround time for your legal team to review new technology agreements? _____

Does your organization have a Master Services Agreement (MSA) they need us to work with or require a Statement of Work (SOW)?
 YES NO