

20 essential HR hacks: the checklist

A one-page companion to our article "Strategies for Success: 20 Essential Hacks for HR Teams". Tick off what your team already does, and pick two or three to try this quarter.

EFFICIENT HIRING

- ☐ **1. Customize job applications**
Ask only for what you'll use to decide. Drop fields that slow good candidates down.
- ☐ **2. Evaluate candidates with data**
Use the same scorecard for every candidate and compare scores, not impressions.
- ☐ **3. Filter resumes smartly**
Define must-haves up front and let your ATS do the first pass on them.
- ☐ **4. Use LinkedIn and social media well**
Share open roles through employees' networks, not only the company page.
- ☐ **5. Build a strong employer brand**
Show real people and real work on your career page and channels.
- ☐ **6. Make onboarding a process, not a day**
Plan the first 90 days: equipment, buddy, check-ins and first goals.

ENGAGEMENT AND SATISFACTION

- ☐ **7. Keep communication channels open**
Regular 1:1s, an anonymous pulse survey, and answers that actually come back.
- ☐ **8. Offer challenging tasks**
Stretch assignments keep strong people growing, and staying.
- ☐ **9. Set clear boundaries and expectations**
Written role expectations and agreed response times prevent most friction.
- ☐ **10. Make appreciation visible**
Recognize specific contributions, publicly and soon after they happen.

PRIORITIES AND DEADLINES

- ☐ **11. Multitask with intent**
Pair low-focus admin with waiting time; protect blocks for deep work.
- ☐ **12. Group similar tasks**
Batch approvals, contract changes and reporting into set slots each week.
- ☐ **13. Manage time on purpose**
Plan the week on Monday, review it on Friday, and keep a running priority list.
- ☐ **14. Invest in a single HR platform**
One place for employee data, absences, documents and reviews ends re-entering data in five tools.

TRAINING AND DEVELOPMENT

- ☐ **15. Try new training formats**
Microlearning, peer sessions and short videos beat a yearly all-day workshop.
- ☐ **16. Build a learning community**
Give people a channel and a monthly slot to share what they learned.
- ☐ **17. Train across departments**
Job shadowing between teams builds understanding and backup coverage.

A STRONG HR NETWORK

- ☐ **18. Stay involved in HR communities**
Join one active community and contribute, not only read.
- ☐ **19. Attend HR conferences and events**
Pick one or two a year and come back with three ideas to test.
- ☐ **20. Network inside your organization**
Regular coffees with team leads surface issues long before they escalate.

Put hacks 6, 13 and 14 on autopilot

flair brings employee data, onboarding, absences, documents and reviews into one HR platform built on Salesforce. See how it works at flair.hr/en/book-a-demo.