

# HOW TO WHIP YOUR HR DATA INTO SHAPE

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Insights and analysis are only as good as your data. When combining multiple data sources, data can be duplicated or mislabelled, which is why data cleansing is one of the most important steps for your organisation.

**"Bad data leads to significant project delays, impacts project costs dramatically and results in EOFY errors & poor reporting."**

**Nichole Cunha, Senior Payroll & Training Consultant at Ascender**

## BEST PRACTICES TO MAINTAIN GOOD DATA

There are 5 key aspects for maintaining high quality data:



### Accuracy

Data accuracy is dependent on **form** and **content**. An example would be recording the date "23 September 2020" as "09/23/2020" instead of "23/09/2020". Clarifying these rules are important to maintain accurate data. An example of Content would be "New York City" captured as "NYC," "New York," or "NY." When values for the same data point are inconsistent, it prevents analysts from grouping and summarising data.



### Timeliness

It can be measured as the time between when information is expected and when it is readily available for use. For instance, resume validation, reference checking, psychological assessment, should be completed prior to employment being offered.



### Completeness

Incomplete data can be an issue during hiring or performance management. One way to ensure completeness is to make data collection mandatory before proceeding to the next stage of the process. e.g. filling employment forms with important information including verification of qualifications & contacting referees.



### Consistency

Consistency is crucial for bench-marking and conducting comparative analysis. To ensure consistency in data, it's important to consider the timing of data collection, e.g. monthly, fortnightly, and ensuring the formulas used for any calculation are not varying.



## Relevance

Not all data collected is valuable. Many data points currently being measured are interesting but not significant. Does the data provide you with any meaningful insights or is helping you answer an important question - if not, the data isn't relevant to you.

### Top workforce data points to review

Data Points	Examples
Personal Information	Name, Address, DOB, Qualifications, Preferences
Position Information	Title, Reporting Line, Position Requirements, Certifications
Org Chart	Full org chart inc reporting lines & position titles
L&D	Courses, Training, Development
Staff Recruitment	Costs, Time to fill, Vacancies, Quality / impact of hire
HR Data Dictionary	User defined
HR Analytics	FTE, Headcount, Total, F/T, P/T, Casual, Contractors, Turnover
HR Master Data	User defined
Salary Data	Payroll

### Data Integrity Review Process



#### Governance Report

Should be maintained at least annually, or more often, as defined by the user



#### Management Assurance

Management assurance is provided through routine reporting mechanisms



#### Timeframes for review

Should be conducted annually, & more frequently if further assurance is required

### Fast track your data cleanse project

[Navigo](#) is an Australian HR solutions company specialising in cutting edge, targeted software to solve operational and strategic HR issues. Our highly experienced team of technical consultants can help you with cleaning and updating your dirty data with the help of org charts! Maintaining clean data becomes a routine task once management has the ability to effortlessly access shared org charts. [Download a free trial](#) and see for yourself!

If you need some help managing your data cleansing project, [contact us](#) today.