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HR System Map Template

Step 1: List Your Current Tools

Project: New campaign			
Function	**Function Name**	**Owner**	**Notes**
ATS			
Onboarding			
HRIS Employee Records			
Time Off / PTO Tracking			
Payroll & Compensation			

Step 2: Identify Friction Points

Spot inefficiencies and employee pain points.

List where users (employees, managers, HR) get stuck or delayed in their workflows.

Look for manual handoffs, duplicated data entry, unclear responsibilities, or tools that don't talk to each other.

Step 3: Map Your Flow

Understand how information moves between tools.

Draw or describe how each system connects to the next.

What’s the handoff from recruiting to onboarding?

From onboarding to payroll?

Use arrows or step-by-step sequences to visualize how tasks and data flow.

Step 4: Flag Gaps or Overlaps

Spot inefficiencies in your stack.

Where are you using two tools for the same purpose?

Are there any critical steps or functions not covered at all?

Highlight areas where consolidation, integration, or better documentation would help.

Step 5: Immediate Fixes or Priorities

Triage your top opportunities for cleanup.

List 1–3 simple improvements you can make right away - like setting up a Zapier automation, clarifying ownership, or retiring an unused tool. Focus on impact and simplicity

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Tip: You don’t need more tools.
You need fewer tools that work better together.