

Talent Management Software Evaluation Template

Below is an outline of the key columns and sections HR leaders can use to compare different talent management platforms:

Table 1: Platform Overview & Pricing

Platform Name	Pricing	Scalability	Ease of Integration
Example Platform 1	\$X/user/month	High	Easy
Example Platform 2	\$Y/user/month	Medium	Moderate
Example Platform 3	\$Z/user/month	Low	Difficult

Table 2: User Experience & Features

Platform Name	User Reviews	Key Features	Customer Support
Example Platform 1	4.5/5	[Feature 1, Feature 2]	24/7 support
Example Platform 2	4.0/5	[Feature 1, Feature 2]	Email & Chat
Example Platform 3	3.8/5	[Feature 1, Feature 2]	Phone support

Table 3: Security & Training

Platform Name	Training & Onboarding	Security Features	Overall Value
Example Platform 1	Yes	Two-factor authentication	Excellent
Example Platform 2	Yes	Encryption	Good
Example Platform 3	No	Basic security	Fair

Instructions for Use:

1. **Platform Name:** Enter the name of each platform you're evaluating.
2. **Pricing:** Include the pricing structure for each platform (e.g., per user/month, tiered pricing).
3. **Scalability:** Rate how well the platform can grow with your organization.
4. **Ease of Integration:** Evaluate how easily the platform integrates with your existing systems.
5. **User Reviews:** Include overall user ratings or reviews to gauge satisfaction.
6. **Key Features:** List standout features that are important to your team.
7. **Customer Support:** Rate the quality of customer support (e.g., availability, responsiveness).
8. **Training & Onboarding:** Indicate if the platform provides sufficient training and onboarding resources.
9. **Security Features:** Evaluate the platform's security features like encryption, authentication, etc.
10. **Overall Value:** Give an overall rating based on the total value for your business.