

The Complete HR Post-Merger Integration Charter

THOUGHT LEADERSHIP



**GLOBAL
EXPANSION**



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This HR PMI Charter is a foundational document that guides the integration process. Regular reviews and adjustments should ensure alignment with changing organizational needs and objectives.

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01. Organizational Design

Objective: Seamlessly integrate HR departments, optimizing structure and roles.

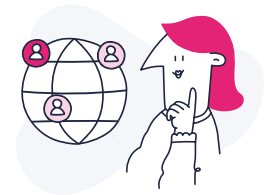
Process:

- ▶ Conduct an audit of both organizations' HR functions.
- ▶ Identify overlapping roles and processes and determine optimal organizational structure.
- ▶ Develop a detailed timeline for integration activities, assigning responsibilities to specific team members.

Metrics for Success:

- ▶ Integration must be completed within the designated timeline.
- ▶ Employee satisfaction scores regarding organizational clarity.

Timeline: 3-6 months post-merger announcement.



02. Compensation Structures

Objective: Establish fair and competitive compensation structures.

Process:

- ▶ Perform a comparative market analysis for similar roles in the industry.
- ▶ Evaluate existing compensation packages in both organizations, considering equity and market competitiveness.
- ▶ Develop a unified compensation structure that aligns with industry standards and organizational goals.

Metrics for Success:

- ▶ Employee retention rates post-integration.
- ▶ Competitive positioning in industry salary benchmarks.

Timeline: 3-9 months.



03. Performance Management

Objective: Implement a unified performance management system.

Process:

- ▶ Review and compare existing performance management systems.
- ▶ Develop a unified framework with clear metrics, goals, and evaluation processes.
- ▶ Train managers and employees on the new system.

Metrics for Success:

- ▶ Employee engagement scores.
- ▶ Alignment of performance evaluations with organizational objectives.

Timeline: 4-12 months.



04. Benefits Alignment

Objective:

Harmonize benefits offerings while considering employee preferences.

Process:

- ▶ Survey employees on benefit preferences.
- ▶ Review legal requirements in all jurisdictions.
- ▶ Create a benefits package that meets legal requirements and employee needs.

Metrics for Success:

- ▶ Employee satisfaction with benefits.
- ▶ Compliance with legal standards.

Timeline: 3-6 months.



05. Staffing and Selection

Objective:

Integrate talent, ensuring a blend of cultures and capabilities.

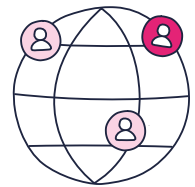
Process:

- ▶ Assess current staffing levels and capabilities in both organizations.
- ▶ Develop criteria for identifying key talent and positions for integration.
- ▶ Implement a selection process that is fair and transparent.

Metrics for Success:

- ▶ Retention rates of key talent post-merger.
- ▶ Employee feedback on the selection process.

Timeline: 3-9 months.



06. International Employee Programs

Objective:

Manage a diverse workforce across jurisdictions effectively.

Process:

- ▶ Review and understand employment laws in all jurisdictions.
- ▶ Develop programs that support international employees, including mobility and tax considerations.
- ▶ Train HR staff on international employee management.

Metrics for Success:

- ▶ Compliance with international employment laws.
- ▶ Employee satisfaction in international programs.

Timeline: 6-12 months.



07. Retention and Succession

Objective:

Implement strategies for retaining talent and planning for succession.

Process:

- ▶ Analyze workforce data to identify retention risks and succession needs.
- ▶ Develop retention programs tailored to employee needs and career aspirations.
- ▶ Create a clear succession plan for critical roles.

Metrics for Success:

- ▶ Reduced turnover rates.
- ▶ Readiness scores for succession planning.

Timeline: 6-12 months.



08. Leadership Development

Objective:

Develop leaders from within the merged organization.

Process:

- ▶ Identify potential leaders through assessments and nominations.
- ▶ Create a leadership development program focusing on the merged organization's values and objectives.
- ▶ Monitor and evaluate the progress of participants in the program.

Metrics for Success:

- ▶ Number of internal promotions to leadership positions.
- ▶ Feedback from program participants and their supervisors.

Timeline: 12-24 months.



09. HRMS and Technology Integration

Objective:

Integrate HR Management Systems and technology.

Process:

- ▶ Evaluate existing HRMS in both organizations.
- ▶ Select or develop an integrated HRMS that meets the needs of the merged entity.
- ▶ Implement the system with IT support, ensuring data migration and system functionality.

Metrics for Success:

- ▶ System integration completion within the timeline.
- ▶ User satisfaction with the new HRMS.

Timeline: 6-18 months.



10. Employment Policies and Diversity

Objective:

Strengthen diversity and inclusion within the merged organization.

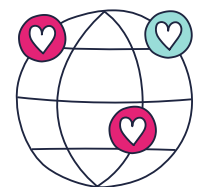
Process:

- ▶ Review existing policies on diversity and inclusion.
- ▶ Develop comprehensive policies that promote an inclusive culture.
- ▶ Implement training programs on diversity and inclusion.

Metrics for Success:

- ▶ Employee feedback on inclusivity and diversity.
- ▶ Representation metrics for minority groups.

Timeline: 3-6 months.



11. Training and Development

Objective:

Provide continuous learning opportunities aligned with organizational objectives.

Process:

- ▶ Assess training needs across the organization.
- ▶ Develop a comprehensive training plan that includes onboarding, skill development, and leadership training.
- ▶ Evaluate the effectiveness of training programs regularly.

Metrics for Success:

- ▶ Participation rates in training programs.
- ▶ Employee feedback on training effectiveness.

Timeline: Ongoing, initial rollout 3-9 months.





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