



# Implementation checklist

4 key elements every vendor should bring to the table during implementation

Powerful, configurable talent management solutions can transform the way schools hire, develop and manage talented teachers and staff, but successful implementation is key.

Use this checklist to evaluate software vendors' implementation processes — before making a purchase — to ensure they set up your district to make the most of your solutions.

## 1. CONSULTATIVE APPROACH

Every school and district is different. They have their own unique processes and challenges, and vendors need to take that into account when implementing their solutions.

For Dustin Brumbaugh, Ed.D., director of human resources at Madison County Schools in Kentucky, when his implementation specialist took the time to understand his district before implementation began, they set the stage for success.

"We had a kickoff webinar where we sat down and our implementation specialist educated us on what the process would look like and how the system works," Dustin said. "But he took just as much time to learn about us so he could correctly configure the system to fit our processes."

## 2. BUY-IN STRATEGY

Purchasing and correctly configuring a talent management solution is only valuable when users actually believe in and take advantage of the solution's functionality.

For example, Lisa Wooden, secretary to the executive director of personnel services at Sheldon ISD, partnered with TalentEd to provide users with training materials that helped them feel comfortable with the implementation and use of their solution.

"TalentEd has been phenomenal in assisting us with overcoming the implementation of products and services for our department and also by giving us great tools and materials to assist our employees in the implementation of these systems," she said.

## 3. DEDICATED PROJECT MANAGER

Having a dedicated project manager during implementation provides two major benefits: It creates a single point of contact for you to reach out to with any questions or issues, and it ensures at least one person on your vendor's implementation team has a deep understanding of your school or district.

At Madison County Schools, Dustin noted that his dedicated implementation specialist found and fixed configuration issues before they became a problem.

"All of us would have our assignments. Then we'd meet back together, and our implementation specialist would review everything," he said. "There were a couple of times he noticed something we did and would say, 'I think you're trying to do this, but that's not exactly how it's going to work.' He really put out some fires before we even went live."

## 4. K-12 EXPERTISE

Because school and district talent management teams differ from corporate human resources teams, it's important to have a vendor that's familiar with how K-12 institutions operate.

Barbara Burke, director of human resources and staff development at West Baton Rouge Parish Schools, noted that TalentEd's deep understanding of the K-12 landscape — stemming from their team of education veterans and research experts, as well as spending nearly 17 years serving the industry — has greatly benefited her district.

"The entire TalentEd team is amazingly knowledgeable and helpful," she said. "They've helped me more than words can express."

**Call 877.637.5800 to learn more how TalentEd can you help implement solutions that transform the way you recruit, hire, onboard, manage, develop and retain quality teachers and staff.**



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