



A GOOGLE WORKSPACE IS A BOON FOR HR DIGITALIZATION

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ABSTRACT

A World going to digital day by day; Digitalization in HR – A Well-known search engine the “Google” has developed many more apps for digital transformation. Google Workspace / G- Suite (Google drive) free platform available up to more than 10GB. The HR Domain i.e., Complete the HR task digitally at without investing more capital on software development. HR modules easily transform on Online platform, Training and Development, Recruitment, HR Audit, Payroll, Task Delegation, Conferences, and HR Generalist task, allotted work easily complete with the help of G- Suite by online mode on same time digitally.

Through G-mail account login id and password, easily avail the benefits of G- Suite by online mode. Without any storage device keep data secure and access at any time anywhere on Mobile, Laptop, or on Desktop also. Export the data in a relevant useful format for future manipulation as per the needs of an organization and for printing, filing of documentations.

The data, the study of this topic done by the descriptive type of research methodology, which having clearly mentioned easy resources, uses, procedures and methods and different services of Google Workspace which is needful in business activity. Descriptive methods used in this new study for finding better growth in practical.

HR practices turn in to digitally like; HR Executive, HR Recruiter, HR Generalist complete their task on live mode easily, it will be very helpful for HR audit.

Keywords:

HR – Digitalization, G-Suite, Storage Device, Google Workspace, Google Drive, Apps,

1. INTRODUCTION

Digitalization has modify the way organizations manage HR processes. HR departments are increasingly depending on technology to improve work efficiency, reduce errors, and progress the employees work experience. A popular one technology or tool developed in recent years is Google Workspace. Google Workspace is a cloud-based productivity suite that includes office applications that can help to organizations in HR practices. This research paper explores the benefits of using Google Workspace for HR digitalization. And the tools of office management are extremely changed if the Google workspace (G-Suit) has replaced. Using Google products are free access anywhere any time as per choice. Remote access work with higher security paid features can help out to secure your data.

2. OBJECTIVES

- a) To explore the features and benefits of Google Workspace for HR digitalization.
- b) To investigate the impact of Google Workspace on HR processes such as recruitment, onboarding, performance management, and employee engagement.
- c) To identify the best practices and strategies for implementing Google Workspace in HR digitalization.
- d) To compare the effectiveness and efficiency of Google Workspace with other HR digitalization tools and platforms.
- e) To analyze the security and privacy implications of using Google Workspace for HR digitalization.

3. RESEARCH METHODOLOGY

- a) **Research Design:** For this research paper, a literature review research design will be used. The research will involve reviewing and analyzing existing literature, research papers, articles, and reports on the topic of Google Workspace and HR digitalization.
- b) **Data Collection:** The data for this research paper will be collected through a comprehensive review of literature related to Google Workspace and HR digitalization. The literature search will be conducted using online academic databases such as Google Scholar, JSTOR, Relevant articles, reports, and some research papers published within the past 5-10 years will be considered for this study.
- c) **Data Analysis:** The collected data will be analyzed using a thematic analysis approach. The information gathered will be reviewed and organized based on themes and patterns that emerge from the literature. The findings will be presented using descriptive statistics and textual analysis.
- d) **Limitations:** One limitation of this study is that the data collected will be based on existing literature, which may not reflect the current state of Google Workspace and HR digitalization. Another limitation is that the research will not involve primary data collection, such as surveys or interviews, which may provide more in-depth insights.

4. FEATURES AND BENEFITS OF GOOGLE WORKSPACE

- i) **Gmail:** Create professional and personalized business email accounts for as many employees as you need using Gmail's email hosting service. This is one of the major Google Workspace benefits for small businesses but no matter what size your company to Sender, Cc, Bcc, and Signature options appended at the end of all outgoing messages options are available.



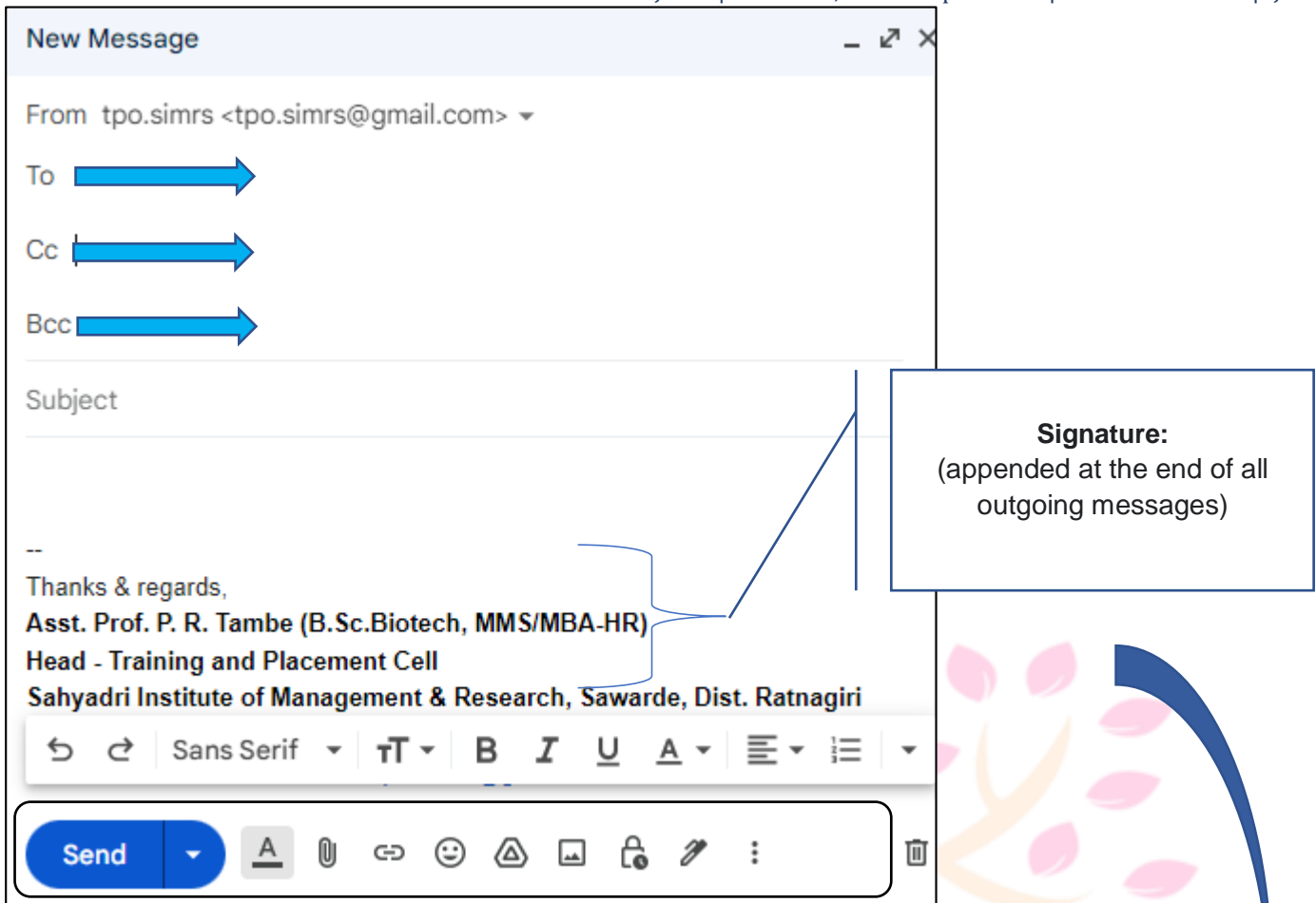
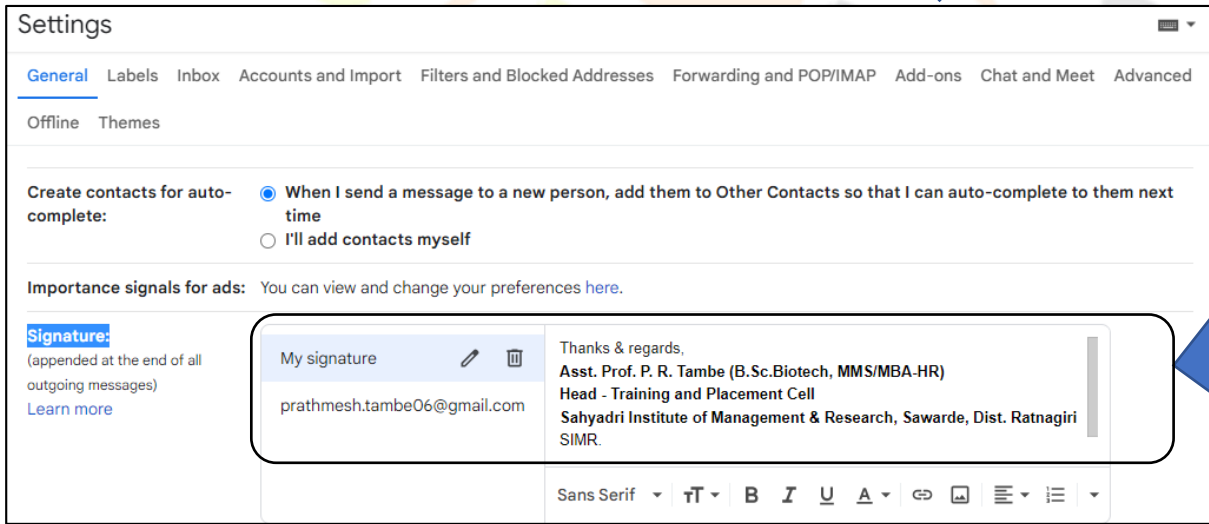


Fig. No. 01(a) & (b)



ii) **Confidential mode:** Recipients won't have the option to forward, copy, print, or download this email without permission.its requires **SMS Passcode/ OTP.**

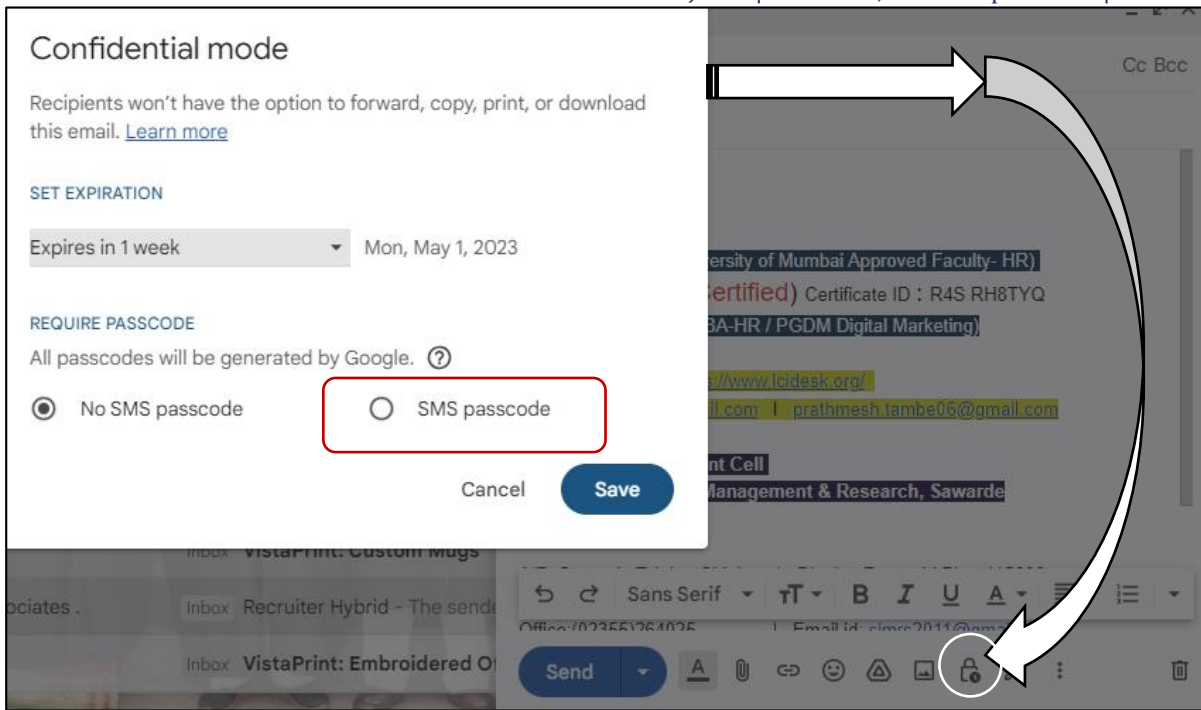
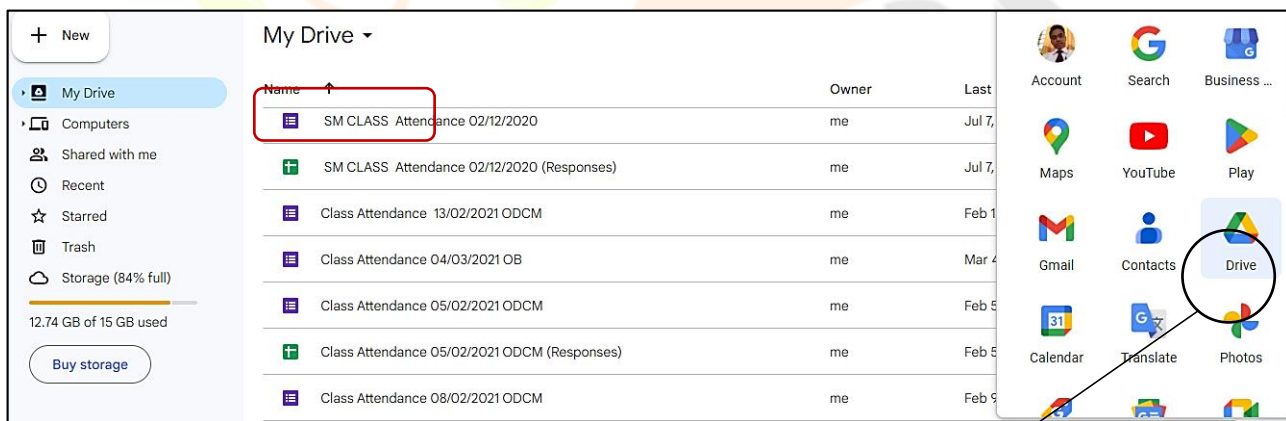


Fig No.02

- iii) **Google Drive:** Store all your documents and files in this centralized, cloud-hosted hub. All assets can be easily shared with their own link and permission settings and can be found within seconds thanks to Google Workspace’s advanced search functionality. Google Workspace is also the source of another of the biggest Google Workspace benefits - unlimited data (more on this below).



Google Drive, All Google G-suit Access

- iv) **Google Docs, Sheets, and Slides:** Use these dynamic document creation apps to create and edit Text documents, Spreadsheets, or presentations from within your web browser. These programs aid optimum team collaboration through easy document sharing, real-time editing, comments, multi-author creation, version-checking, built-in chat, and automatic saving.

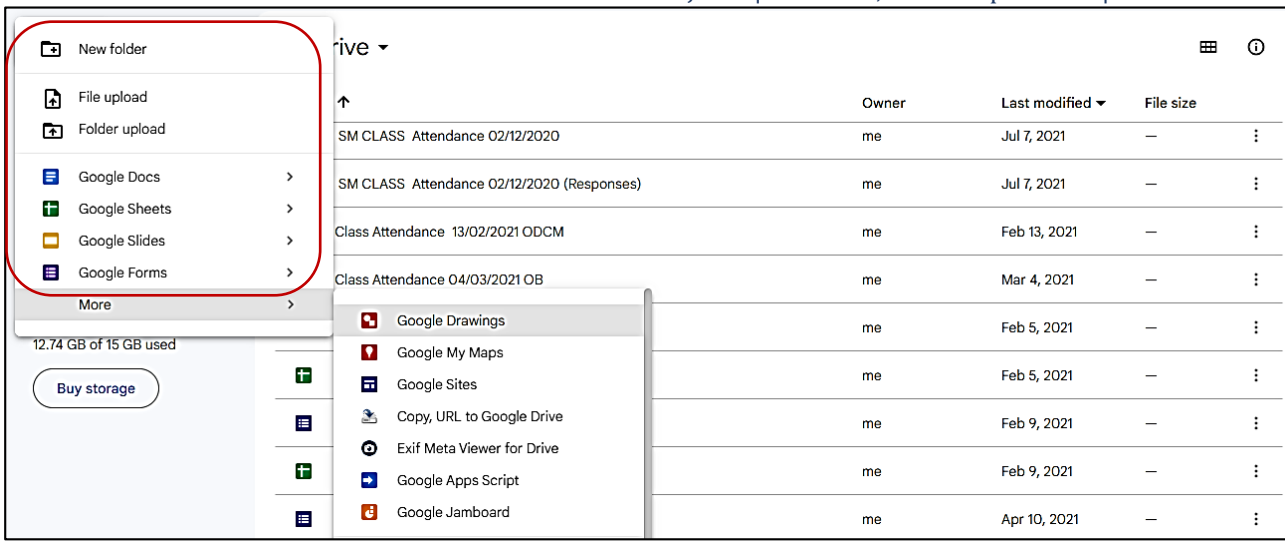


Fig. No. 04

Google doc's dynamic templates are available:

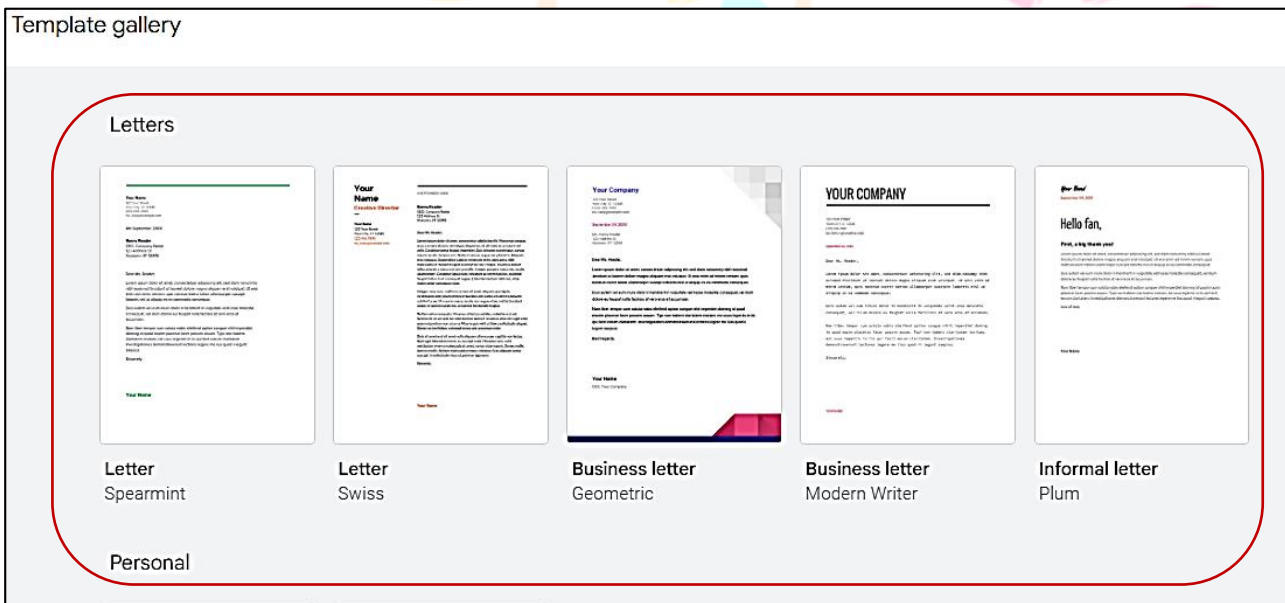


Fig. No. 05

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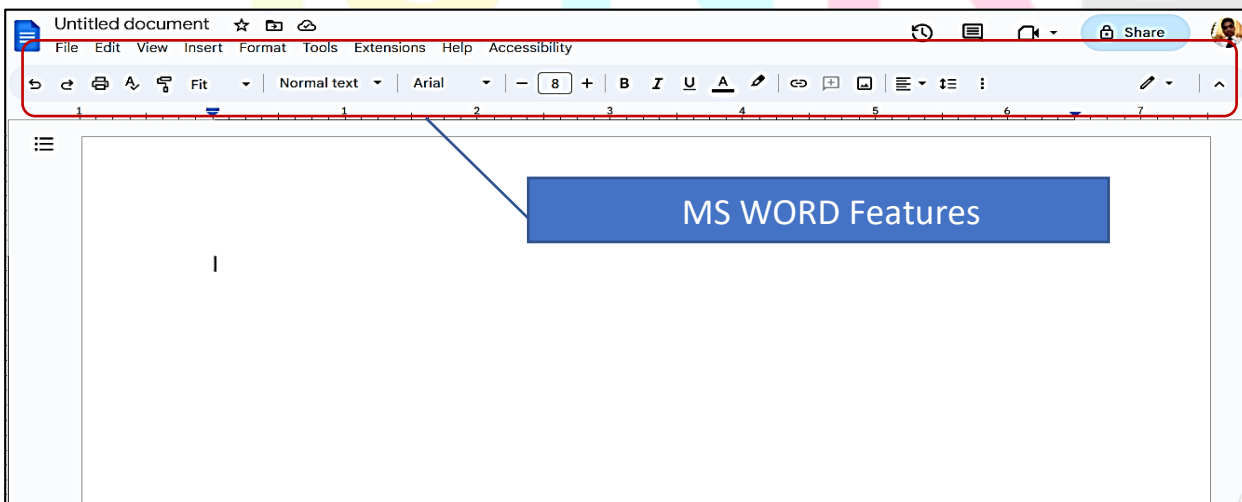


Fig. No. 06

Google Sheet dynamic templates are available:

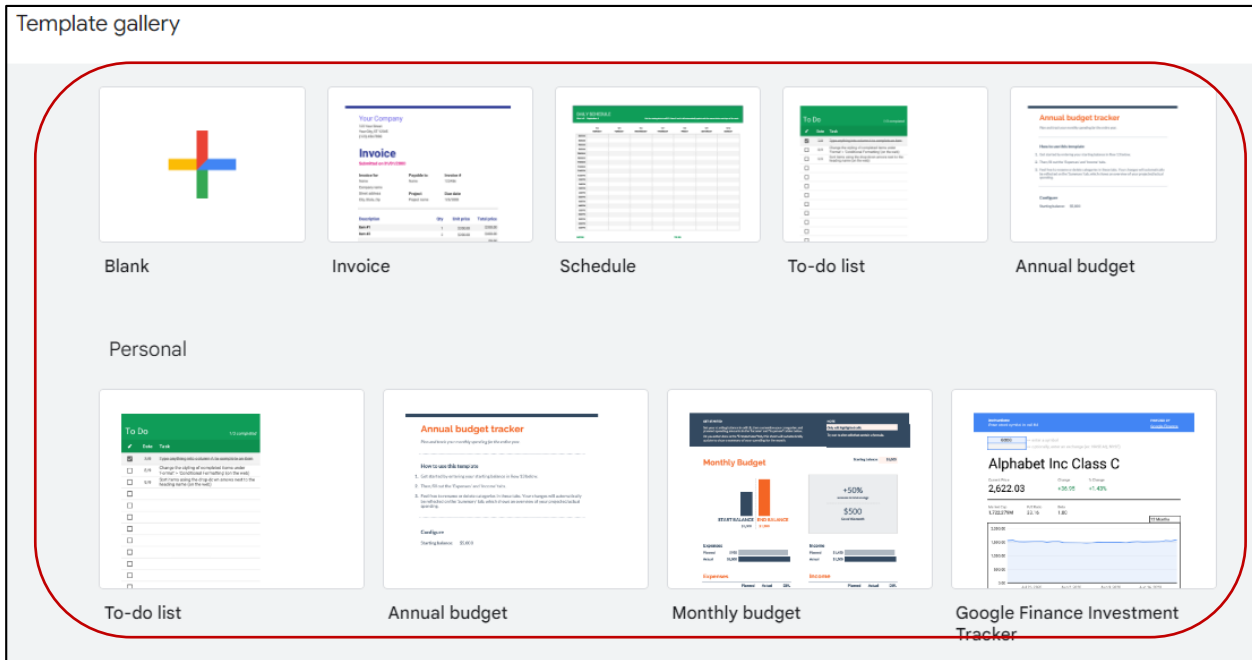


Fig. No. 07

Customize your spreadsheet and data.

- Copy formatting from any text and apply it to another selection of text.
- Format data as currency, a percentage, change decimal places, and more.
- Add or edit cell borders. Merge cells.
- Change text alignment and Change how text wraps or rotate text.

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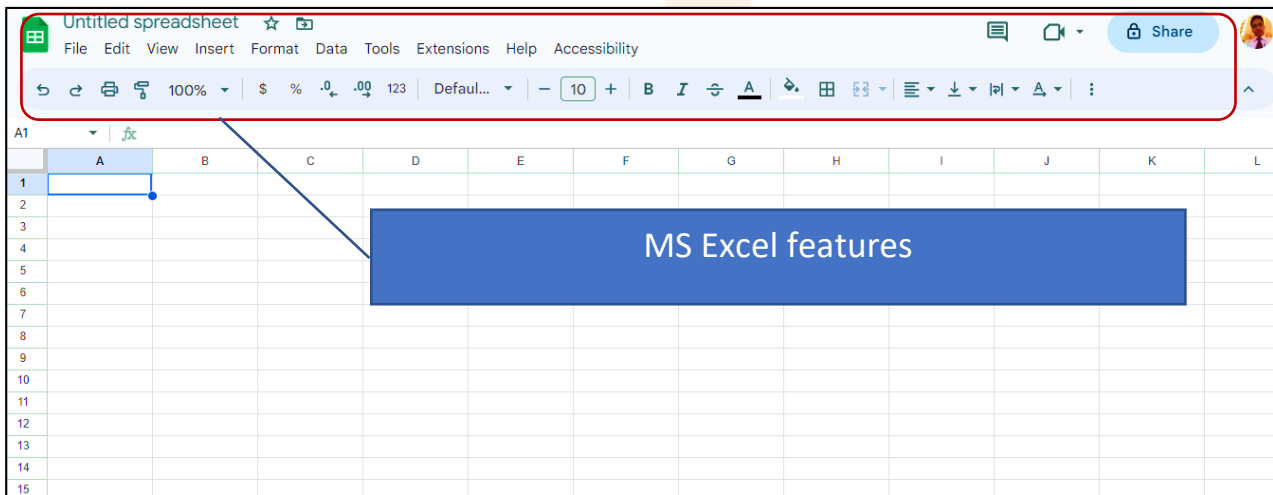


Fig. No. 08

Google PPT/SLIDE dynamic templates are available:

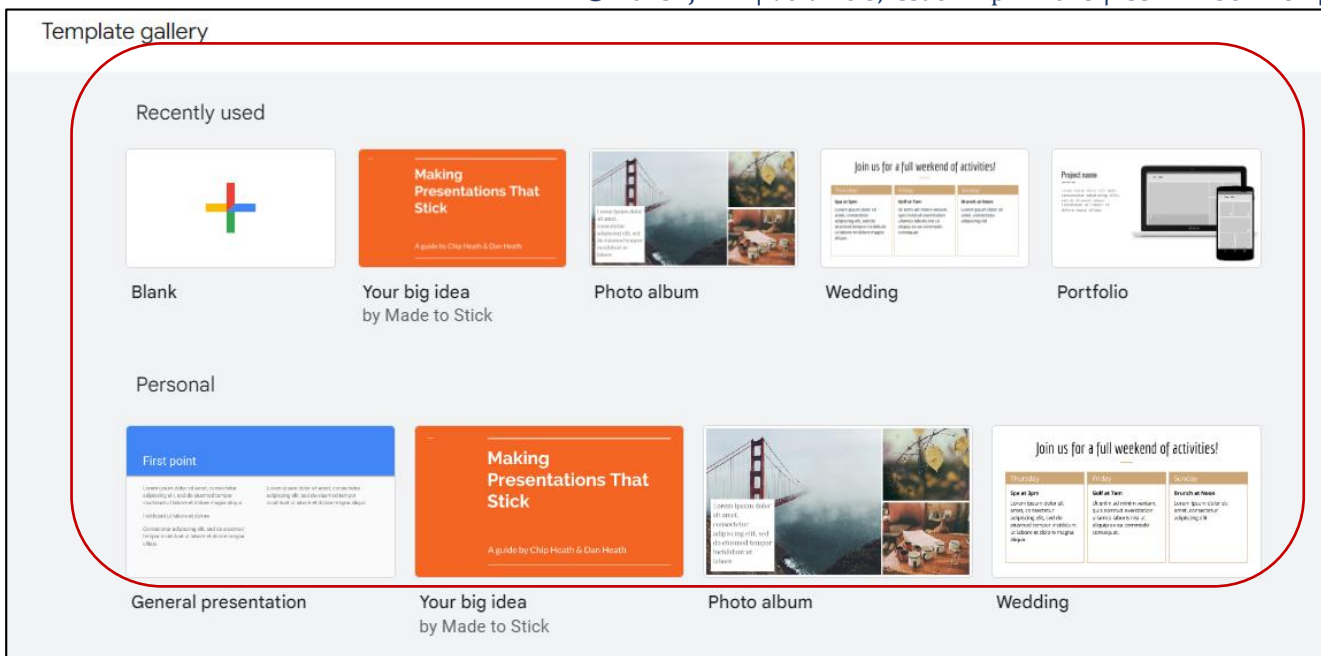


Fig. No. 09

Customize your PPT/SLIDE.

- Make beautiful presentations, together. Stay in sync in your slides, with easy sharing and real-time editing. ...
- Present slideshows with confidence. ...
- Seamlessly connect to your other Google apps. ...
- Extend collaboration and intelligence to PowerPoint files.
- MS POWERPOINT Feature are available for decent PPT/SLIDESHOW

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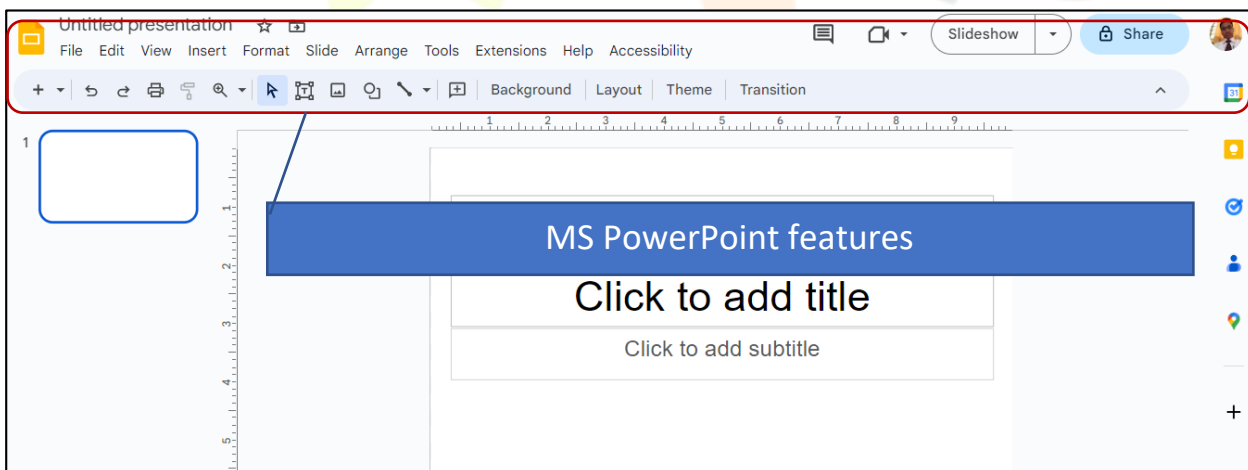


Fig. No. 10

Cloud Search: Google Cloud Search allows employees of an organisation to search and retrieve data, such as internal documents, database fields, and CRM data, from the company's internal data repositories. And use across the worldwide.

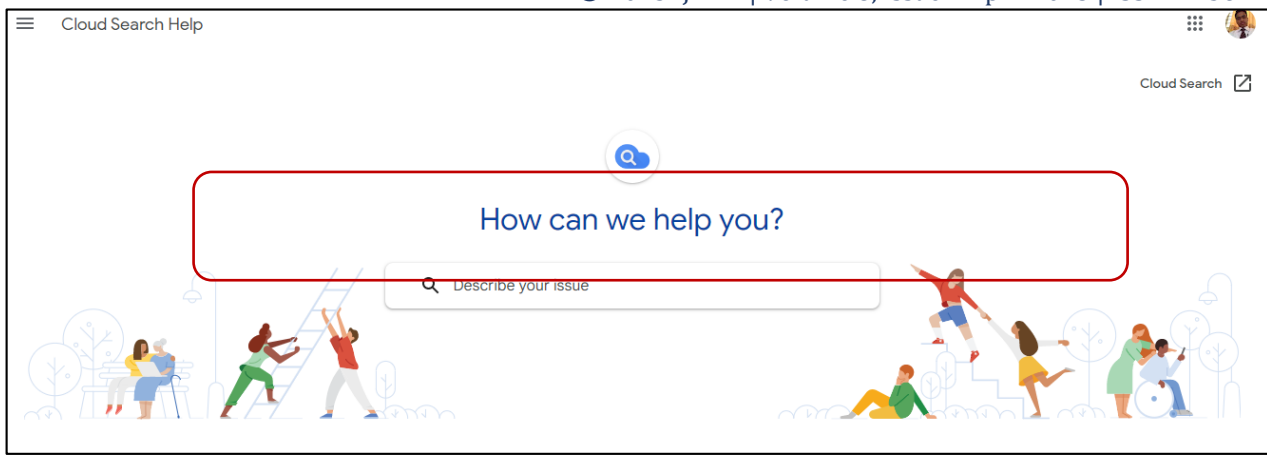


Fig. No. 11

Google Calendar: Easily schedule internal and external meetings with Google’s native calendar app. Google Calendar, which is handily connected directly to Gmail, gives you access to a whole host of useful Google Workspace features such as multiple calendar creation, email reminders for meetings (along with real-time traffic information) and calendar integration with meeting rooms and your colleagues’ diaries to prevent back and forth communications about availability.

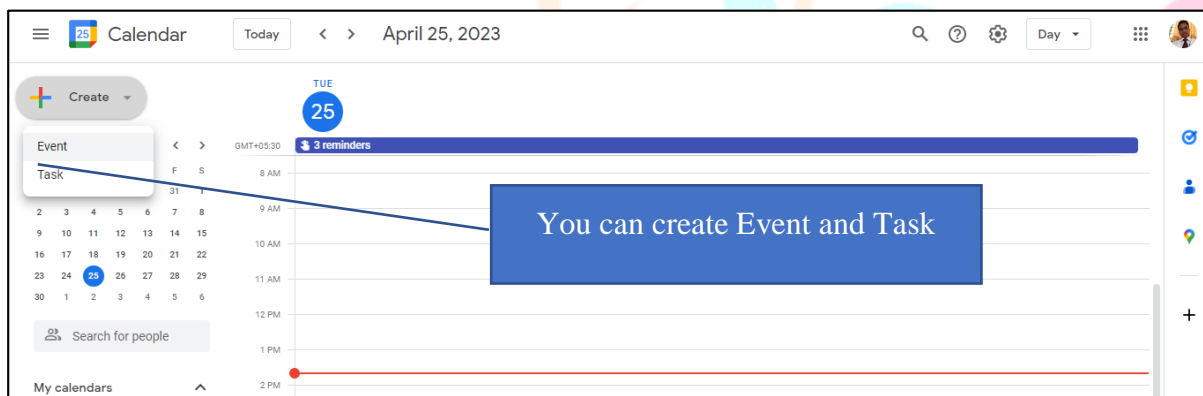


Fig. No. 12

Google Hangouts/Meet: Keep in touch with colleagues and clients using these Google alternatives to zoom. Both video conferencing apps are fully integrated with Google Workspace programmes and can be accessed by anyone with a link, allowing for high-quality virtual meetings, whether they’re 1:1 or group situations. Google Meet can host up to 250 participants on a call and supports 100,000 viewers for a live-streaming event.

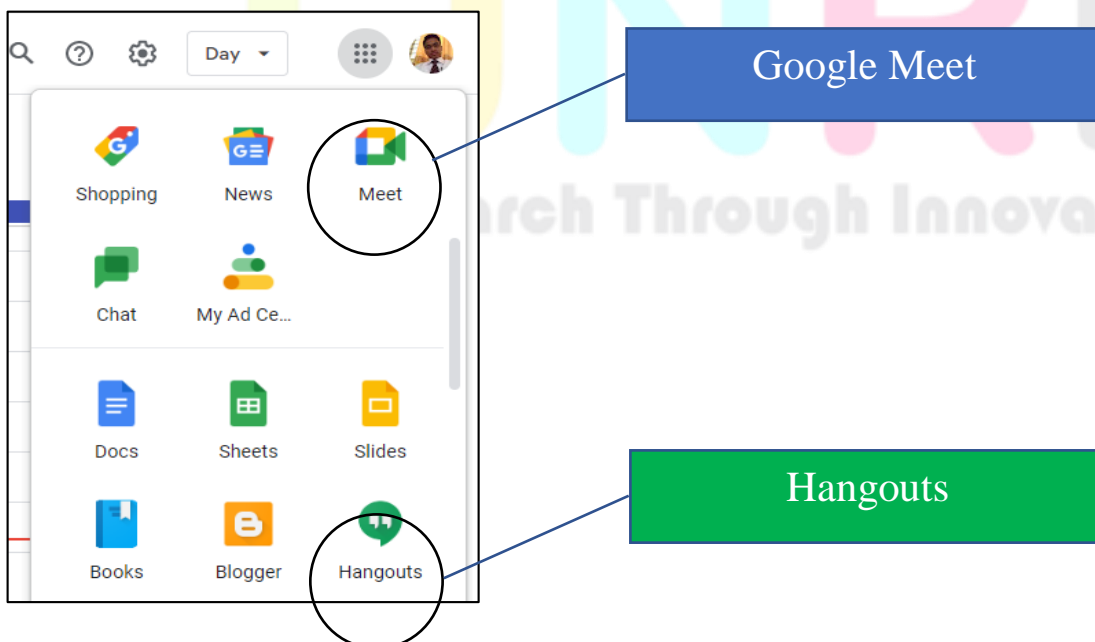


Fig. No. 13

5. APPLICATIONS IN HR PRACTICE

- a) **Collaboration and communication tools:** Google Workspace offers a number of tools for collaboration and communication, including Gmail, Google Meet, Google Chat, and Google Drive. HR teams may interact with one another, share files, and work together on projects using these technologies.
- b) **Onboarding and recruiting:** Google Workspace may be utilized for onboarding and recruitment procedures. Google Forms, for instance, may be used to construct application forms for jobs and gather resumes. Onboarding papers, such as corporate rules, training materials, and benefit details, may be stored and shared using Google Drive.
- c) **Performance management:** Goal-setting, performance evaluations, and feedback are just a few of the performance management procedures that Google Workspace may be utilized for. Google Forms and Google Sheets may both be used to gather management and employee feedback as well as track and analyses employee performance statistics.
- d) **Employee engagement:** By offering a variety of methods for acknowledgment, communication, and feedback, Google Workspace may be utilized to enhance employee engagement. Google Sites may be used to establish business intranet sites for employees to access information and resources, and Google Forms can be used to generate employee surveys to collect input on employee satisfaction and engagement.
- e) **HR analytics:** Google Workspace can be integrated with data analytics and visualization tools like Google Data Studio to be used for HR analytics. These technologies may be used by HR teams to build dashboards and visualizations for tracking HR indicators including employee turnover, hiring metrics, and performance metrics.
- f) **Online training:** Employees who work remotely or in various places can participate in online training sessions using Google Meet. The use of Google Meet for video conferencing, screen sharing, and recording can increase the interaction and interest of online training sessions.
- g) **Collaborative learning:** Google Workspace offers a variety of collaborative tools, including Google Docs, Sheets, and Slides. Group projects, case studies, and simulations are a few examples of collaborative learning activities that might make use of these resources. These tasks allow staff members to collaborate in real time, which helps foster collaboration and problem-solving abilities.
- h) **Performance evaluation:** Evaluation of performance: Google Forms may be used to develop forms for gathering feedback from supervisors, coworkers, and subordinates. The data may be automatically placed in a Google Sheet for simple analysis and tracking, and these forms can be customized to incorporate certain performance criteria and evaluations.
- i) **Plans for performance improvement:** For staff members who need to improve their performance, Google Drive may be used to store and distribute PIPs. PIPs can have detailed objectives and action plans, and they can track and update progress in real-time.
- j) **Google Workspace in HR Audit:** documentation management up to audit reporting
- k) **Document management:** Policies, procedures, and compliance reports from HR audits may be stored and managed via Google Drive. This can facilitate the audit procedure and guarantee that all required paperwork is readily available.
- l) **Audit tracking:** Google Sheets may be used to track and keep track of the status of HR audits. The sheet may be shared with the appropriate stakeholders for real-time cooperation and can include the dates, status, and conclusions of the audit.
- m) **Monitoring compliance:** To make sure that HR rules and procedures are being followed, compliance audits may be carried out using Google Forms. To gather and analyses data, forms may be shared with the appropriate parties and customized to contain certain audit questions.
- n) **Audit reporting:** Presentations and reports for audits may be made using Google Slides. This might assist in effectively and aesthetically appealing communicating audit results and suggestions to pertinent parties.
- o) **Platform for virtual conferences:** Meetings, webinars, and conferences may all be held online using Google Meet. The platform offers a number of capabilities, like screen sharing, chat, and recording, which can improve conference participants' experiences.

6. CONCLUSION

The following examples show how Google Workspace is beneficial for HR digitalization:

- a. **Improved communication and collaboration:** Google Workspace offers a variety of tools for these processes, including Gmail, Google Chat, and Google Meet. In order to boost productivity and efficiency, HR professionals may work together in real-time and interact with other team members from any location.
- b. **Simple data access:** Google Drive allows HR professionals to organize, store, and view documents from any location with an internet connection. As a result, there is no longer a need for traditional file systems, and crucial HR records are always current and simple to find.
- c. **Cost-effective:** There are several price options available for Google Workspace that are suitable for companies of all sizes. This facilitates the use of cutting-edge HR technology, which were previously only available to larger organisation, by small and medium-sized firms.

- d. **Simplified HR processes:** HR procedures are made easier because to Google Workspace's assortment of tools, including Google Forms, Google Sheets, and Google Docs, which can be tailored to automate HR procedures including hiring, onboarding, and performance evaluation. This streamlines HR procedures and does away with paper work and manual data entry.
- e. **Enhanced data security:** is provided by Google Workspace, which also offers features like access limits, data encryption, and two-factor authentication. This guarantees compliance with numerous data privacy standards and the protection of sensitive HR data against unauthorized access.
- f. **Scalability:** Depending on the needs of the organisation, Google Workspace may be simply scaled up or down. More users, services, and storage space may be added to a Google Workspace account as a company expands.

Conclude, an effective solution for HR digitization, Google Workspace offers a variety of features and advantages for HR professionals. It provides a variety of tools for collaboration and communication, simple data access, cost effectiveness, streamlined HR procedures, improved data security, and scalability. These services and features may simplify everyday chores for HR professionals, enhance HR procedures, and ultimately boost output and effectiveness. HR workers may automate HR procedures, enhance communication and collaboration, and make data-driven choices to propel corporate success by using the different tools and capabilities offered by Google Workspace. Thus, it may be said that Google Workspace is a blessing for the digitalization of HR.

7. SUGGESTIONS

- a. It is important to provide training to HR staff to ensure they are familiar with the various features and tools provided by Google Workspace. This will enable them to use the tools effectively and improve their productivity.
- b. Google Workspace offers a range of customizable tools such as Google Forms, Sheets, and Docs. Organizations can customize these tools to meet their specific HR needs, such as automating recruitment processes or creating performance management templates.
- c. While Google Workspace provides robust data security features, organizations should also implement their own security measures to ensure that sensitive HR data is protected from unauthorized access.
- d. It is important to monitor usage and performance of Google Workspace to ensure that HR processes are running smoothly and effectively. This can also help identify areas for improvement and potential issues.
- e. Google Workspace regularly updates its features and tools. Organizations should stay up-to-date with new features and tools to ensure they are utilizing the latest technology to improve HR processes and functions.

By following these suggestions, organizations can effectively leverage Google Workspace for HR digitalization and improve HR processes, leading to increased productivity and efficiency.

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