

ISO 30435:2023-07 (E)

Human resource management - Workforce data quality

| Contents | | Page |
|--|---|-------------|
| Foreword | | iv |
| Introduction | | v |
| 1 | Scope | 1 |
| 2 | Normative references | 1 |
| 3 | Terms and definitions | 1 |
| 4 | Defining workforce data quality | 1 |
| 4.1 | General | 1 |
| 4.2 | Accuracy | 2 |
| 4.3 | Timeliness | 2 |
| 4.4 | Completeness | 2 |
| 4.5 | Consistency | 2 |
| 4.6 | Relevance | 3 |
| 5 | Workforce life cycle framework | 3 |
| 5.1 | General | 3 |
| 5.2 | Expanding the workforce life cycle framework | 3 |
| 5.3 | Using the framework | 5 |
| 5.4 | Generic workforce data framework | 5 |
| 6 | Data capture and maintenance requirements | 6 |
| 6.1 | General | 6 |
| 6.2 | Current and future workforce data capture and maintenance | 7 |
| 6.3 | Historic data cleansing and collation | 7 |
| 6.3.1 | General | 7 |
| 6.3.2 | Historical workforce data management time frames | 8 |
| 6.3.3 | Cost of historical data cleansing | 8 |
| 6.3.4 | Historic workforce data project team | 8 |
| 7 | Data integrity review process | 9 |
| 7.1 | Workforce data quality review process | 9 |
| 7.2 | Reviewing workforce data management processes report | 9 |
| 7.3 | Management assurance | 9 |
| 7.4 | Time frames | 9 |
| Annex A (informative) Impacts of poor data quality | | 11 |
| Bibliography | | 13 |