



HR Structuring Guide

A simple practical guide to build a clear, professional and high-performing HR function in a growing company.

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Consulting - Human Resources - Strategy - Transformation

Purpose of this guide

This guide gives leaders, managers and HR professionals a simple framework to structure the HR function. It is designed for small and medium-sized organizations that want clearer roles, better recruitment, stronger performance management and more reliable HR processes.

A structured HR function is not just administration. It is a business lever that helps the company attract talent, organize work, build skills and improve performance.

1. Start with an HR diagnosis

Before creating tools or procedures, the company should first understand its current reality. A short HR diagnosis helps identify strengths, weaknesses and priorities.

- Map the current organization and reporting lines.
- Review existing contracts, job descriptions and HR files.
- Identify recruitment, performance, training and retention challenges.
- Listen to managers and employees to understand operational pain points.
- Prioritize actions according to urgency and business impact.

2. Clarify the organization

A clear organization helps everyone understand who does what, who decides, who reports to whom and how teams collaborate.

- Create or update the company organigram.
- Define departments, roles and responsibilities.
- Identify key positions and critical skills.
- Clarify decision-making and validation circuits.
- Reduce overlaps, confusion and duplicated responsibilities.

3. Build practical HR documents

The objective is not to create heavy documents. The objective is to create practical tools that managers and employees can actually use.

Document	Purpose
Job description	Clarifies missions, responsibilities, skills and performance indicators.
Recruitment process	Defines how candidates are sourced, assessed, selected and onboarded.

HR procedures manual	Standardizes key HR actions and reduces improvisation.
Training plan	Organizes skills development according to company priorities.
Performance grid	Helps evaluate contribution, objectives and improvement areas.

4. Professionalize recruitment

Recruitment should be structured to reduce errors, improve candidate experience and ensure that each hire supports business goals.

- Start with a clear need and a validated job description.
- Define selection criteria before receiving applications.
- Use structured interviews and evaluation grids.
- Check references when necessary.
- Prepare onboarding before the candidate arrives.

5. Manage performance with clarity

Performance management should help employees understand what is expected, how their work is evaluated and how they can improve.

- Define objectives by role, team and period.
- Use simple and measurable indicators.
- Organize regular feedback sessions.
- Document strengths, difficulties and action plans.
- Link performance reviews to training and career development.

6. Develop skills continuously

Training should not be random. It must respond to business needs, performance gaps and future growth objectives.

- Identify skills needed today and tomorrow.
- Collect training needs from managers and teams.
- Prioritize high-impact training actions.
- Measure training results after implementation.
- Encourage knowledge sharing inside the company.

7. Track HR indicators

A basic HR dashboard helps leaders make better decisions. Start with a few indicators and improve progressively.

- Number of employees by department.
- Recruitment status and time-to-hire.
- Turnover and absenteeism.
- Training actions completed.
- Performance review completion rate.

Simple 30-day action plan

Week	Priority action
Week 1	Run a quick HR diagnosis and collect key documents.
Week 2	Update organigram and clarify key roles.

Week 3	Create job description and recruitment templates.
Week 4	Define performance indicators and launch a basic HR dashboard.

Need support?

Dimensions can support your organization with HR diagnosis, recruitment process design, HR procedures, job descriptions, training plans and performance management systems.

Contact Dimensions to request an HR diagnosis or book a meeting with an expert.