

# HR Knowledge Management

## HR Knowledge Management

### INTRODUCTION

Knowledge management is a global process of identifying, sharing, retiring and updating HR Knowledge within the organization. The knowledge management process starts when the need to create new or update existing knowledge is identified. End-users, knowledge contributors and knowledge managers collaborate to create, update and review HR knowledge, as well as interact with the knowledge management team who then publishes or updates knowledge, as well as monitors and improves the knowledge management process based on feedback and metrics on a regular basis.

The Knowledge Management Process for HR incorporates all HR related information that has to be accessed and used by employees, people managers and HR professionals within the organization, such as HR policies, processes and related topics.

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### HOW TO CONTRIBUTE TO THE HR WIKI

The Knowledge Management Team is your point of contact if you want to contribute/add information to the HR Wiki. You can propose to contribute information that is not currently in the HR Wiki or you can update information that already exists. Also, let us know if you find that any information that is in the HR Wiki is outdated. You can do this via the **Feedback & Content Contribution Form** [here](#) (also found in the footer).

Follow the Global HR Knowledge Management Process below to know more about this process, the different actors involved and what you need to do.

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### GLOBAL HR KNOWLEDGE MANAGEMENT POLICY

The Global HR Knowledge Management Policy aims to ensure a single source of truth for HR content which is available to all employees through easy to use channels.

[CLICK HERE TO READ THE POLICY](#)

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### GLOBAL HR KNOWLEDGE MANAGEMENT PROCESS

The Global HR Knowledge Management Process ensures that this HR Knowledge content is centralized, standardized, up to date and accessible to all employees, people managers and HR professionals within Syensqo.

[CLICK HERE TO READ THE PROCESS](#)

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### GLOBAL HR DOCUMENT CONTROL PROCESS

The Document Control Procedure outlines how the HR Knowledge Management Team manages the HR Knowledge Management Process and controls documents. It protects the final and approved master documents before it publishes them in the HR Knowledge Library. This ensures that there is consistent and standardized document control according to the quality management system.

[CLICK HERE TO READ THE PROCESS](#)

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### KNOWLEDGE TEMPLATE DIRECTORY

If you are new to Syensqo's Wiki space, you may need to link your Google Drive in order to see embedded documents.

Follow the instructions [here](#).

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