HR Decision Journal Template

A practical tool for clear, evidence-based people decisions

This journal is designed to help HR leaders make, track, and learn from important people decisions. By documenting your thinking, you’ll improve clarity, reduce bias, and build a valuable record for future reference.

* Make a copy of this template for your next big decision and fill it in according to the instructions.
* Once completed, save a final version as a PDF for record-keeping and to prevent further edits.
* A clear, consistent naming convention makes files easy to locate, sort, and reference. Here’s a recommended format:
  + HR Decision Journal\_[Decision Title or Topic]\_[DD-MM-YY]\_[Owner Initials].pdf
  + Example: **HR Decision Journal\_Remote Work Policy Update\_10-06-24\_JD.pdf**
* Store it in a dedicated folder that relevant team members and leadership can access.

## 01 · Decision context

| Date |  |
| --- | --- |
| Decision owner(s) |  |
| Stakeholders involved |  |
| Decision title/summary |  |
| Background/trigger *What led to this decision?  Why is it important now?* |  |

## 

## 02 · Objectives and success criteria

| Primary objective *What are you trying to achieve? (Be specific)* |  |
| --- | --- |
| Secondary objectives  (if any) |  |
| Success metrics *How will you know if this decision was successful? (List 2-3 measurable outcomes)* |  |

## 

## 03 · Options considered

|  | Description | Pros | Cons | Risks |
| --- | --- | --- | --- | --- |
| Option A |  |  |  |  |
| Option B |  |  |  |  |
| Additional options  (if any): |  | | | |
| Why were some  options ruled out? |  | | | |

## 

## 04 · Information & evidence

| Key data or inputs used  *What facts, data, or research  did you consult?* |  |
| --- | --- |
| Assumptions  *What are you assuming to be true? Which assumptions are most uncertain?* |  |
| Relevant policies/regulations  *Any legal or compliance factors?* |  |

## 

## 05 · Bias & perspective check

| Potential biases  *Are there cognitive biases (e.g., confirmation bias, groupthink) that might affect this decision?* |  |
| --- | --- |
| Who was consulted for a different perspective?  *Did you seek dissenting opinions or external input?* |  |

## 

## 06 · Decision & rationale

| Chosen option  *Which path are you taking?* |  |
| --- | --- |
| Rationale  *Why did you choose this  option over others?* |  |
| Expected impact  *Short-term and long-term effects on people, culture,  and business outcomes.* |  |

## 

## 07 · Action plan

| Immediate next steps  *What happens next, by whom, and by when?* |  |
| --- | --- |
| Communication plan  *Who needs to know, and how will you inform them?* |  |

## 

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## 08 · Review & reflection (to be completed after implementation)

| Outcome  *What happened? Did you meet your success criteria?* |  |
| --- | --- |
| What did you learn?  *Insights for future decisions.* |  |
| What would you do differently next time? |  |

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