

## HR Modules

HR modules allows you to fully manage and analyze explicitly all matters relating the employees of your company from the moment they are hired. This solution is used by managers or HR departments of companies.

### ■ What can our HR Modules bring to your company?

- ✓ An automation and acceleration of all administrative processes
- ✓ A combination of all the employees information
- ✓ A combination or division of the information about specific employee
- ✓ An automation and creation of the administrative documents
- ✓ An improved HR management and employees professionalism.

### ■ HR Modules

- ✓ Job offers Management
- ✓ Employees (360° view)
- ✓ Applicants recruitment and Management
- ✓ Dynamic Organizational Chart
- ✓ Competences and qualifications
- ✓ Appraisal Management
- ✓ Vacations Workflow



### ■ Job offers Management

Save all offers and details to manage and display them on your website, or sites partners of recruitment. Candidates answer to offers by registering directly on the site, and their details and CV are saved related to this offer. Analyze response rates and the attractiveness of your offer or the effectiveness of your partners.



### ■ Employees (360° view)

The HR applications collect all professional and financial information about the employees to display them in one 360° view. The managers are always aware of employees details, projects, amount of working hours, salary, productivity reports, vacations; appraisal and trainings. You control the administrative processes, complete monthly reports and print any document forms.



### ■ Applicant's recruitment and Management

After reviewing of a new CV through e-mail you can set an appointment with the candidate. In case of inadequacy with the present job openings you can save the candidate's CV, or return thanks for the interest in your company. This module allows to save reports after the interview. The application of the final candidate becomes his personal informational page.



### ■ Dynamic Organizational Chart

Get all the structure of your organization in a chart with the pictures and the details of the employees. Use this chart to contact the employees directly.



### ■ Competences and qualifications

Save and manage all the competences, skills and levels of the employees. Watch a radar graph to see the skills in a row. Select the employees according to their skills and availability for specific qualified assignments or projects.



### ■ Appraisal Management

This module is dedicated to the appraisal of employees work. It uses questionnaires for the interviews according to three topics: personal skills, job assignment, and personal tasks. The questionnaires are defined once a year and could be adjusted later at need. The HR manager controls the schedule of interviews through the personal work schedule. The managers together with the interviewees fill out the questionnaires. Statistics, reports, and analysis are available for more effective career development and fulfilment of employees' expectations.



### ■ Vacations Workflow

Employees use this module to request managers for vacations. When request is confirmed HR department automatically received the notice. The statistics and reports are available for overview.

