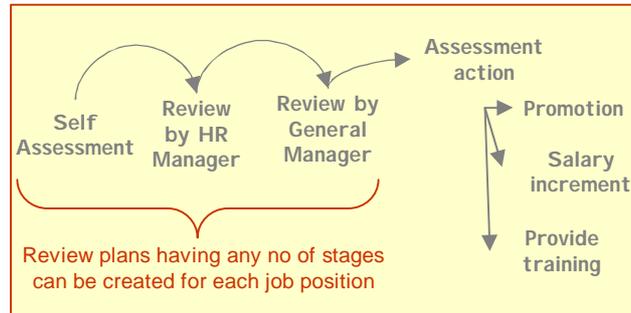


PERFORMANCE EVALUATION

Performance evaluation is a continuous process that starts right from new employee induction and continues during the employee's stay in the organization.

This evaluation process can become a real issue in large organizations conducting multiple evaluations of a single employee. Performance Evaluation module helps the HR Management by providing employee evaluation schedules, custom evaluation sheets and salary action policies.



CUSTOM EVALUATION FORMS

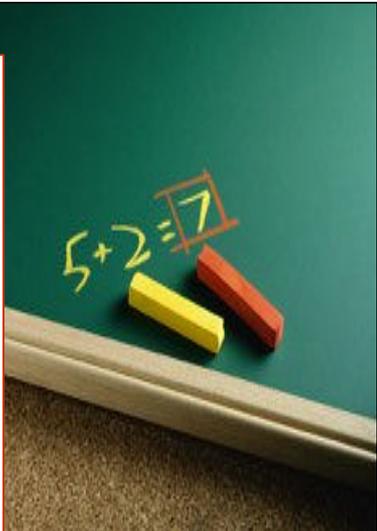
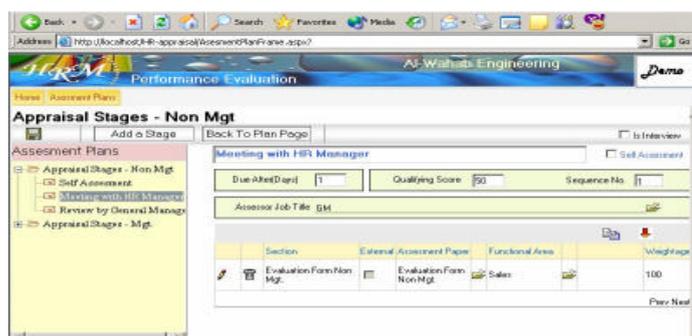
Performance review sheets containing evaluation parameters and their respective weightage can be created on user demand depending on the size and requirement of Organization. Small to medium sized organizations can create and use simple evaluation forms such as Management evaluation form, Non-Management evaluation form while large organizations can create and maintain multiple evaluation forms for a single job position. Available form categories are self assessments, management review sheets, MCQ's and any custom defined tests.

PERFORMANCE REVIEWS

Evaluation scheduling and monitoring is the key feature of the module. User can create performance review plans for different employee categories such as top management, middle management, etc based on evaluation methods such as start of year method and joining date method. Multiple review plans can be maintained for each employee including half yearly review, yearly review and reviews at user defined intervals. Each review plan can be a multi-stage process including self assessments, reviews by any number of seniors. Evaluation schedules are generated based on review plan and evaluation method. HR Management can monitor stage by stage completion process of an employee's evaluation

POST REVIEW ACTIONS

The system suggests actions such as promotion or salary increment or training needed using action policy definitions. Action policies can include experience required (no. of years on current job, no. of years on a similar post) and obtained score percentage.



SALARY ACTION POLICIES

- ⌘ Experience required on current post
- ⌘ Experience required on similar post
- ⌘ Promote if Assessment score \geq xx% (say 75%)
- ⌘ Increase salary if Assessment score \geq yy% (say 60%)

TARGETS & ACHIEVEMENTS

- ⌘ Definition of yearly employee targets
- ⌘ Entry of achievements against targets

JOB REQUEST MGT.

- Department based job requests placement
- Job request tracking console provides a central place to view departments requests.

CORRESPONDENCE

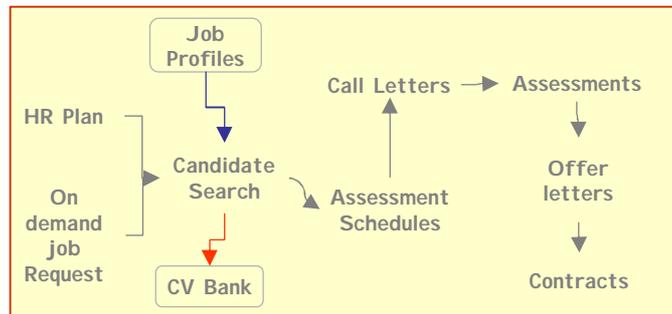
- Add letter templates created in any word processing tool
- Attachment of bookmarks representing any Recruitment entity such as candidate, country, city, etc

JOB OFFERS

- Salary package offer using job position salary structure
- Salary package revision based on candidate ability

RECRUITMENT

Recruitment+ is a comprehensive module taking care of the recruitment process starting from job requests placed by department managers to candidate selection and orientation.

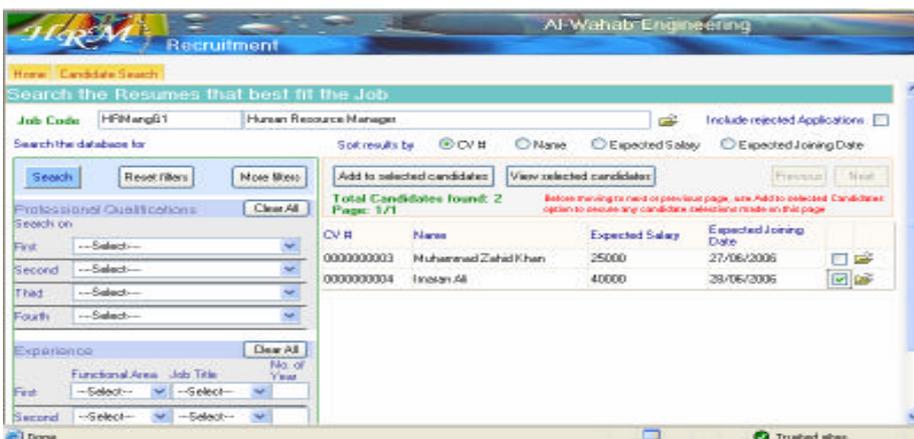


Online-CV COMPONENT

Online-CV+ is a web hosted component designed for capturing applicant CVs electronically. The idea of this component is to provide a secure databank that can be searched on demand for best suited candidates. Candidates can create and update their CVs using their own login id, password.

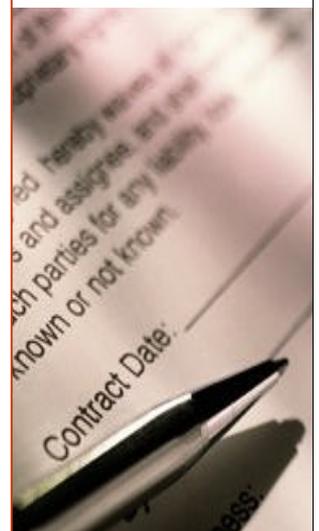
EXTENSIVE SEARCH FACILITY

Extensive search facility to find desired candidates in applicant database using parameters like qualifications (professional, academic), experience, skills, other parameters like age, gender etc. You can perform strict search using parameter values defined in job code alternatively you can create custom search by specifying parameter values that are different from job code parameter values.



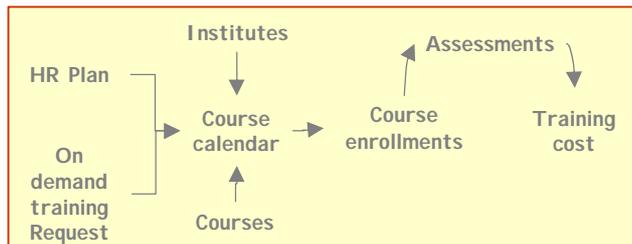
ASSESSMENT SCHEDULES AND CANDIDATE EVALUATIONS

Assessment schedules can be generated for candidates selected from databank. Candidate evaluations can be performed by using custom defined interview sheets, MCQ's, job related tests.



TRAINING & DEVELOPMENT

This module helps HR Management in employee training related activities such as course calendar management, employee training cost management, post training evaluations



TRAINING NEEDS IDENTIFICATION

Training needs can arise as a result of performance reviews, induction of new employees, and department ad-hoc needs. System converts these needs into training requests and posts on HR Manager's console.

TRAINING CALNEDAR

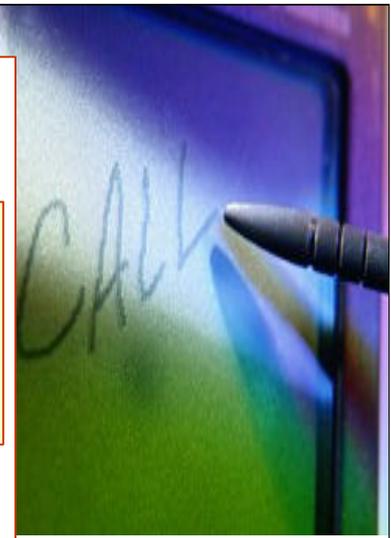
Maintenance of courses, workshops, seminars with their respective institute, duration and cost.

Institution	Course	Start Date	End Date	Course Fee	Level
Institute of Management Sciences	Person & 1	20/08/2008	20/11/2008	1000	2
Alfa	Person & 2	21/11/2008	24/12/2008	1000	2

COURSE ENROLLMENTS & ASSESSMENTS AFTER COURSE COMPLETION

HR Management can use the course calendar and department requests to enroll individual candidates for specific courses. Decision of enrollment for a specific course includes confirmation of prerequisites/ skills required for the course. System provides the facility of candidate assessment after the course completion and also provides for institute evaluation by candidate. Training cost incurred on an employee can be provided in user defined cost breakups such as traveling, living cost, daily allowance

Institute	Course	Enrollment	Start Date	End Date	Course Fee	Level
INSTITUTE OF MANAGEMENT SCIENCES	PERSON & 1	AC20001	20/08/2008	20/11/2008	1000	2
ALFA	PERSON & 2	AC20002	21/11/2008	24/12/2008	1000	2



TRAINING INSTITUTE PROFILE

- ✍ Courses offered
- ✍ Cost of courses
- ✍ Institute rating based on post course evaluations

SETTING PRE-REQUISITES

- ✍ knowledge of functional area such as knowledge of marketing
- ✍ On job experience
- ✍ Previous courses attended
- ✍ Qualification level