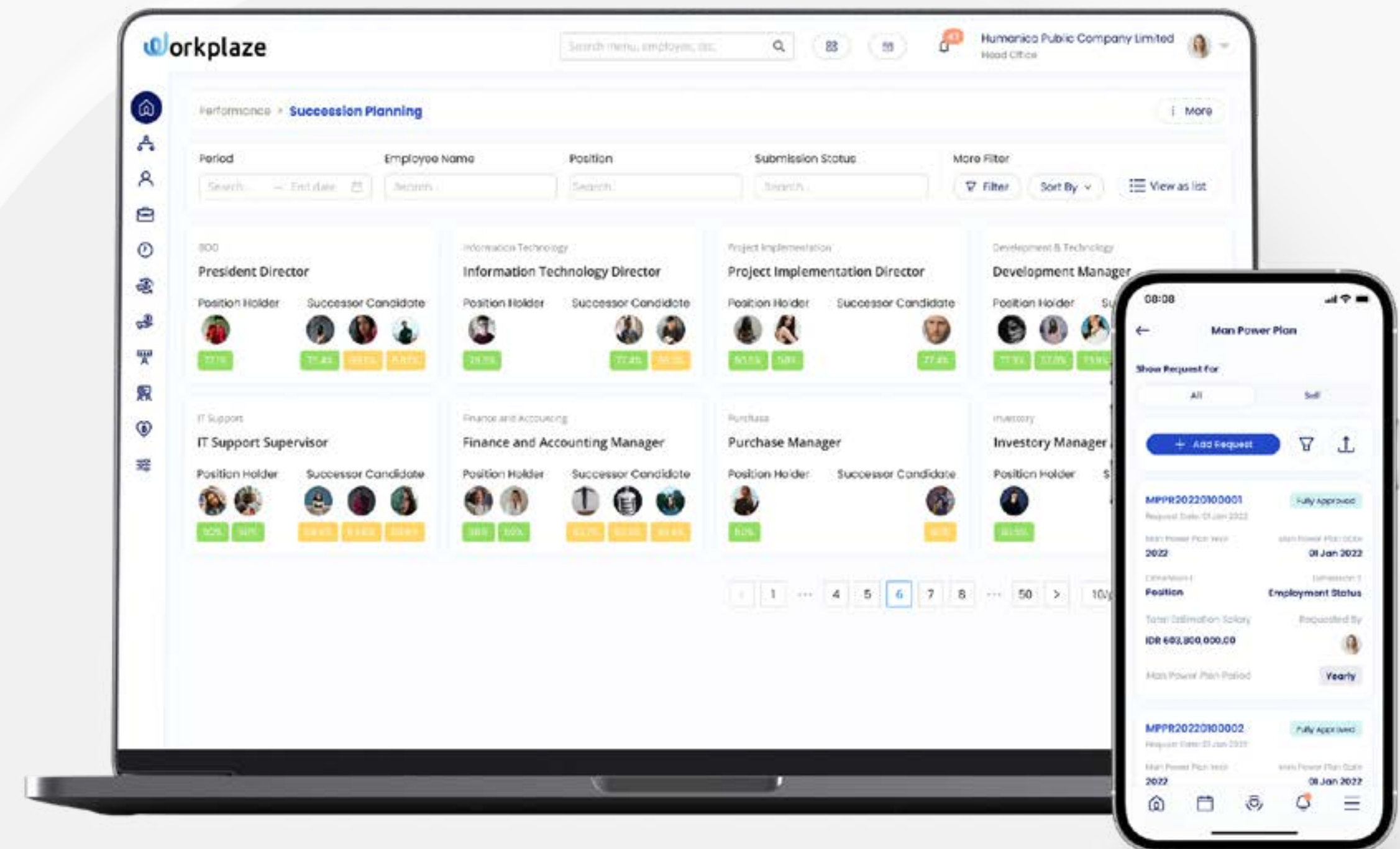# workplaze

GROW CAPABILITY

Drive your organization's HR capability through WorkPlaze's outcome-oriented talent management solutions

MANPOWER PLANNING

Workplaze HR allows for the recruitment process to start with the creation of manpower plans (MPP) that predict recruiting levels and times.

The system simplifies the process of collecting headcount requirements by directly showing managers their existing headcount in two ways – by position and by type. This way recruitment needs can easily be identified and planned. Manpower plans can be created based on input from department managers, staff supervisors and HR professionals and their sizes can be adjusted periodically.

Moreover, requests from multiple organizational units can be consolidated into larger units for approvals and adjustments, through to final plan approval. Intertwined with budgeting, users can generate cost estimates based on requested headcounts and compare with financial budgets. Once approved, the recruitment process can be initiated based on created manpower plans.
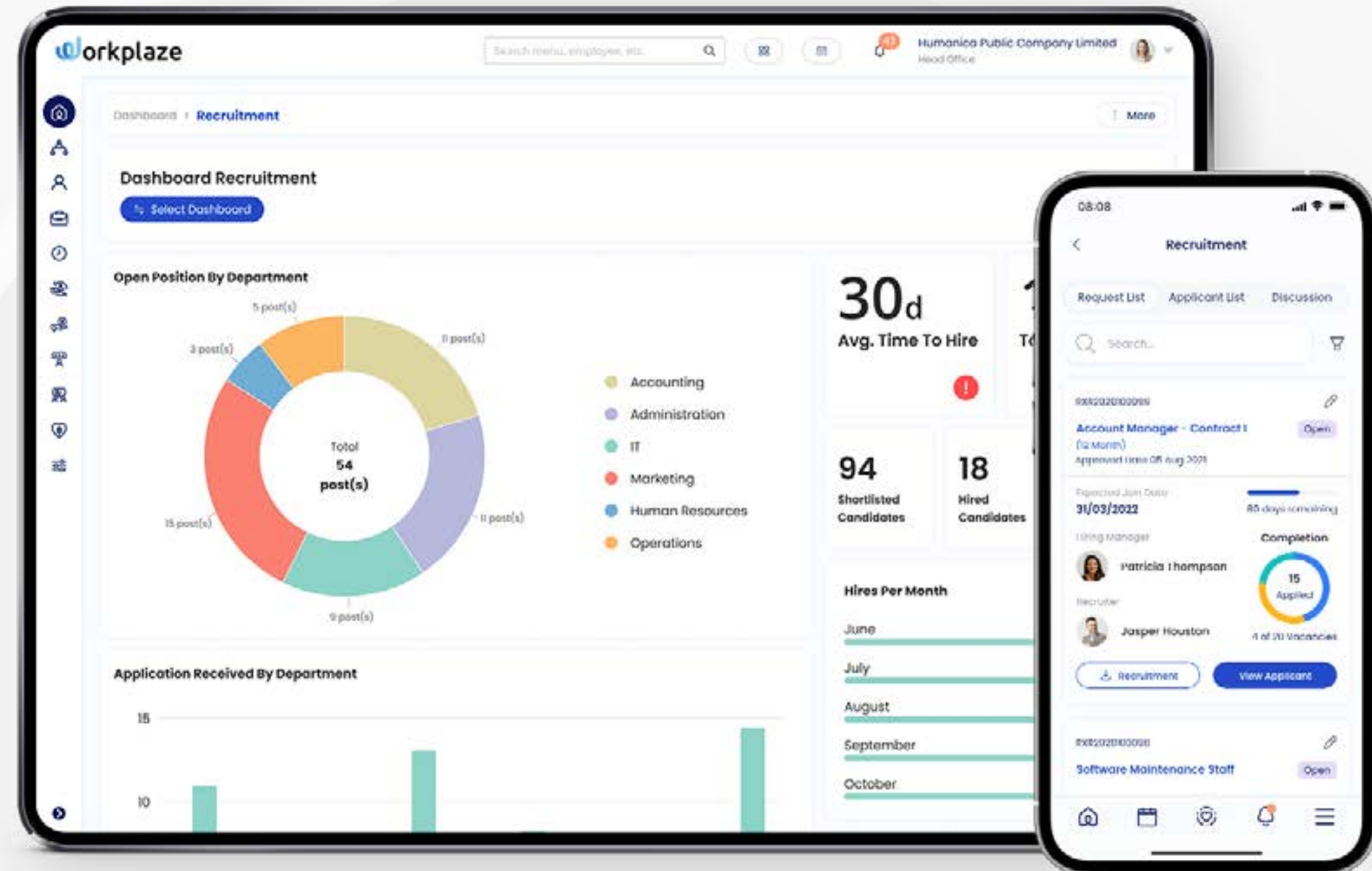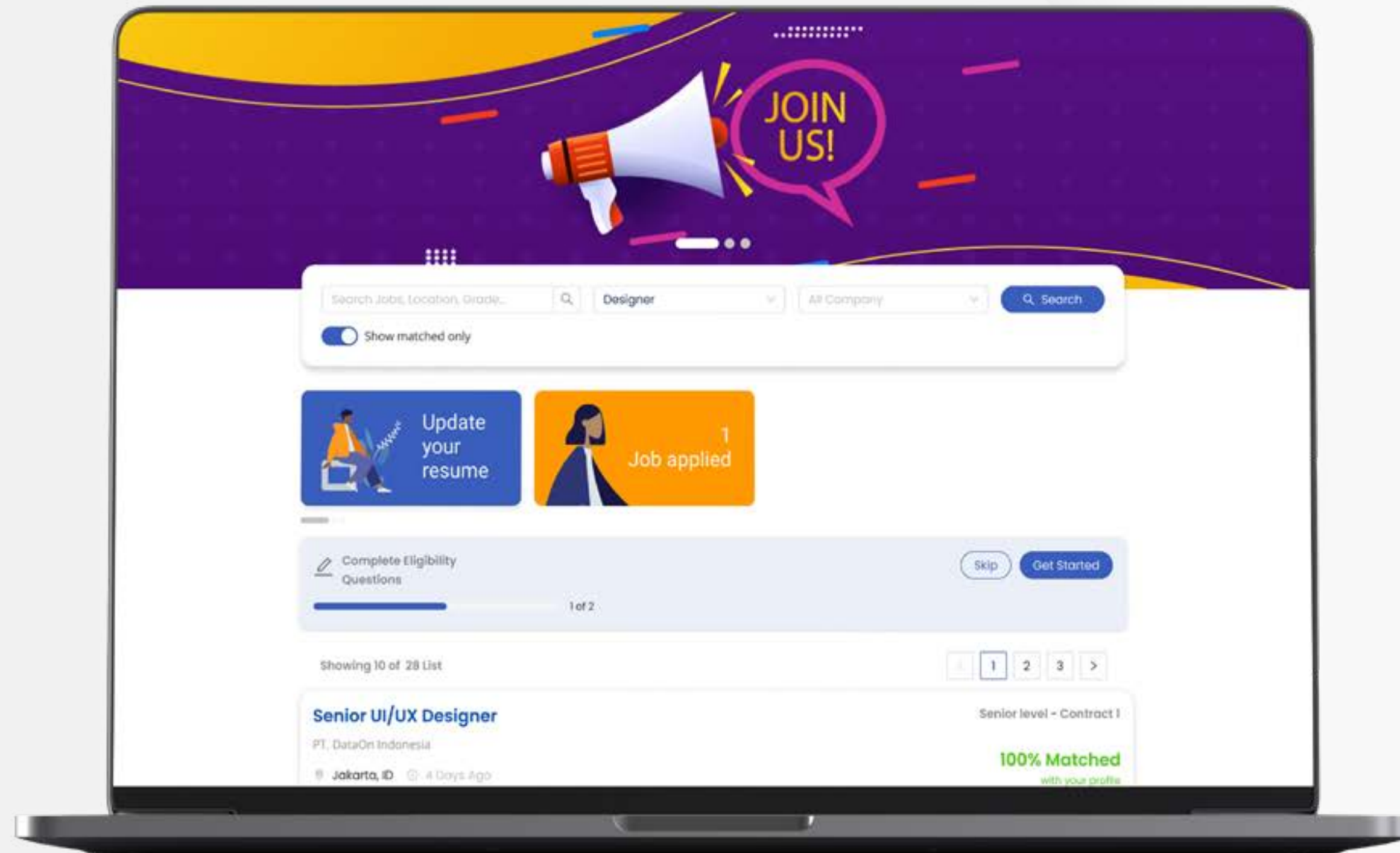
RECRUITMENT & SELECTION

The Recruitment module features a complete set of functions for workforce planning, applicant collection, distributed selection, and onboarding.

All stakeholders provide their input in order to ensure budget adherence and minimal delays in the staff acquisition process. Use the built-in chat functions for better scheduling and collaborating on tests, interviews, and ranking.

Workplaze centralizes communication in a single location and makes it accessible for each of the collaborators. That not only ensures transparency but also stores all historical conversations for audit and compliance purposes.

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ONLINE RECRUITMENT PORTAL

An add-on to your company's existing website to improve the employer brand with company information, promotional videos, and to advertise your vacancies.
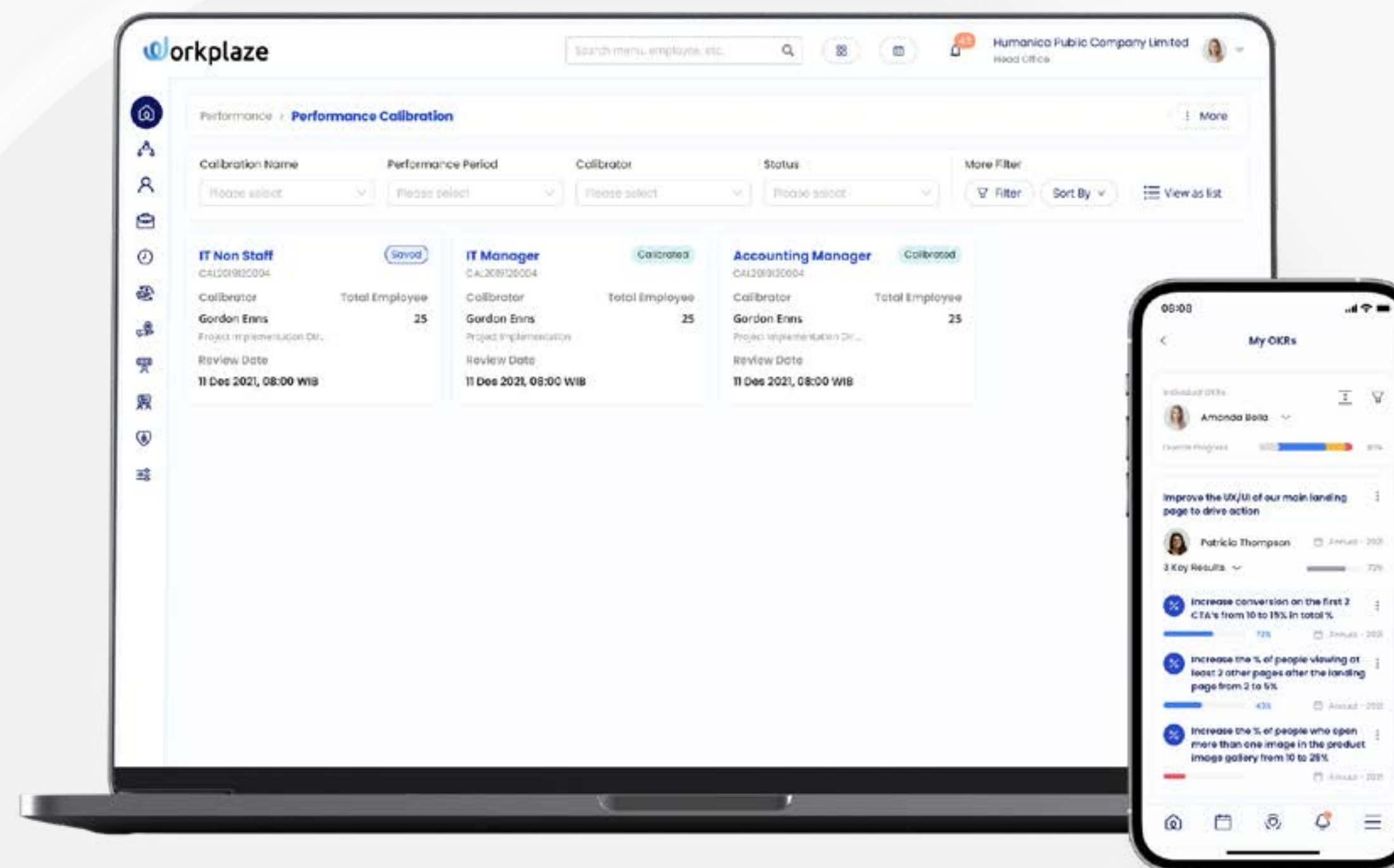
Online recruitment can be linked to job boards to better control the applicant experience and reduce applicant spam by asking them to enter the data you need when applying.
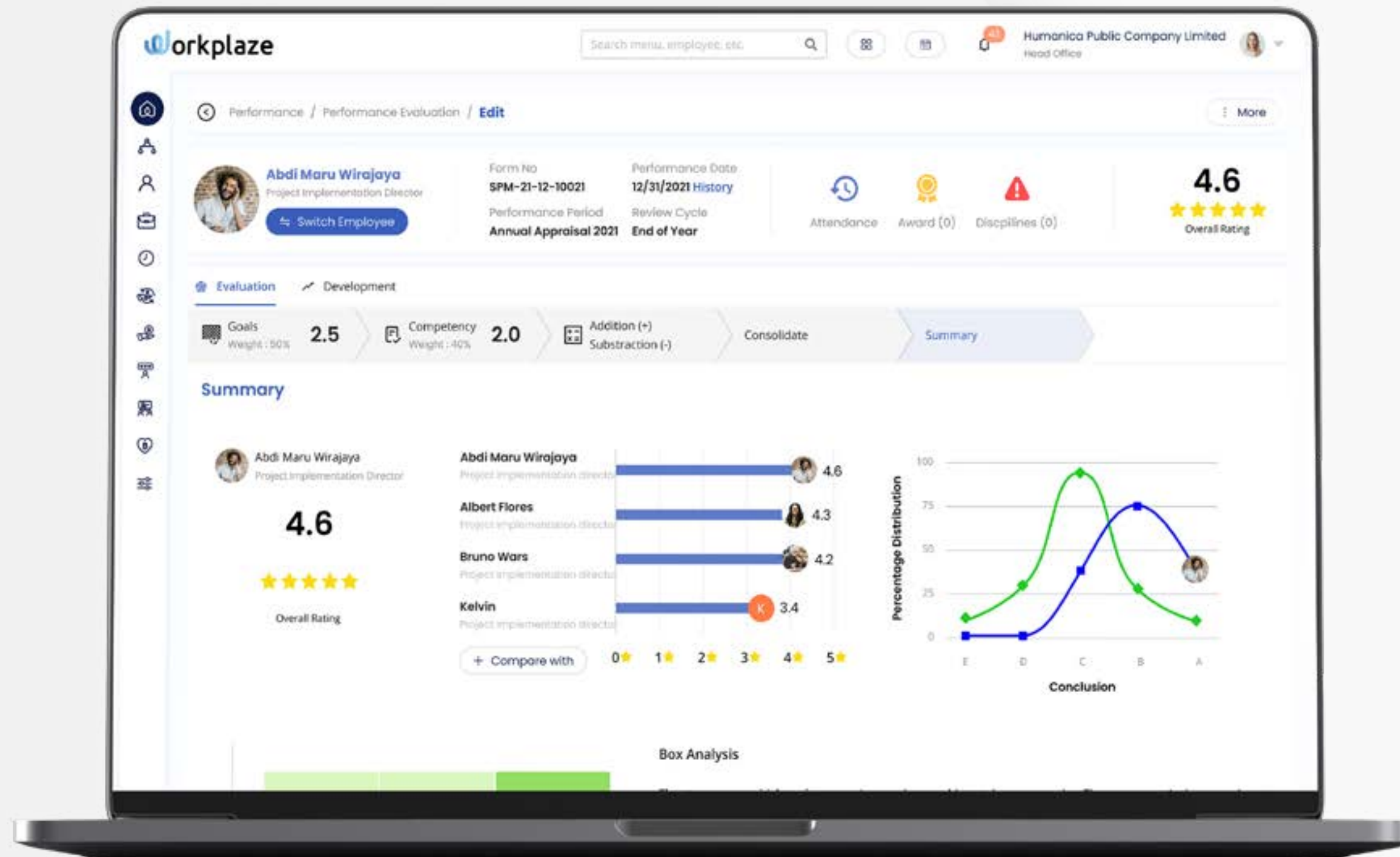
Workplaze's Online Recruitment also includes a responsive design for use on mobile devices; chats for communication with applicants; and video recruitment.

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PERFORMANCE MANAGEMENT

The heart of Workplaze's performance module is the set up of objectives for the company, departments and individuals in a structured and user friendly, guided format. It allows managing flexible time ranges for objective cadence to be further broken down to key results (OKR). Competencies, KPIs and traditional appraisals in a 360° review complete the functionalities.

This gives managers, employees and coworkers a broad range of options to collaborate on and to continuously improve results. Evaluation results give development recommendations including training plans based on skill gaps, individual development plans, career path plans, succession plans and 9 box analysis.

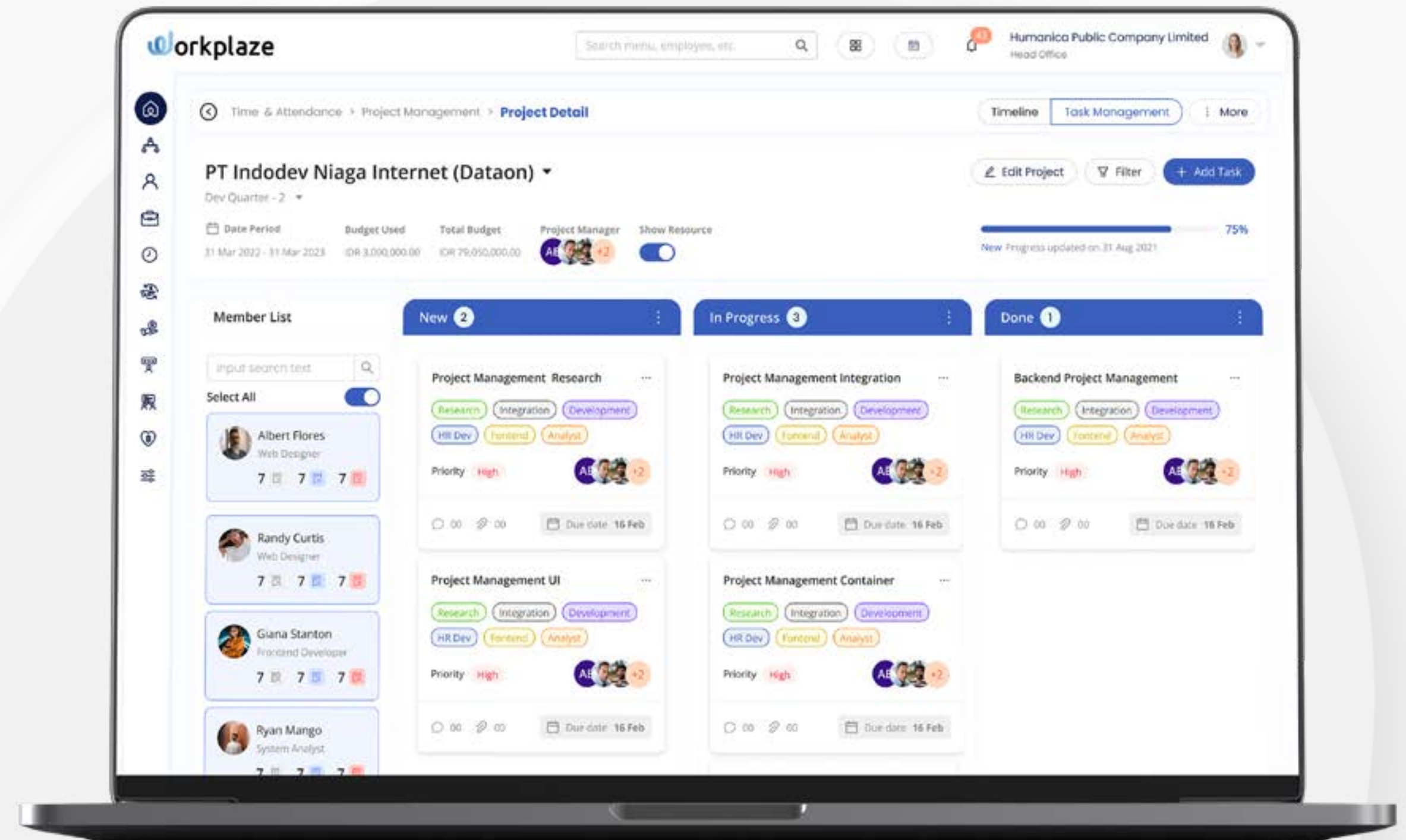**Workplaze**

PERFORMANCE EVALUATION

Workplaze embeds a comprehensive evaluation process analysing employees' performance and benchmarking them against a set of standards. Employees can be stack-ranked based on their performance score and compared with their peers based on their competency levels. For a graphical illustration of evaluation and ranking results the system uses the bell curve model.
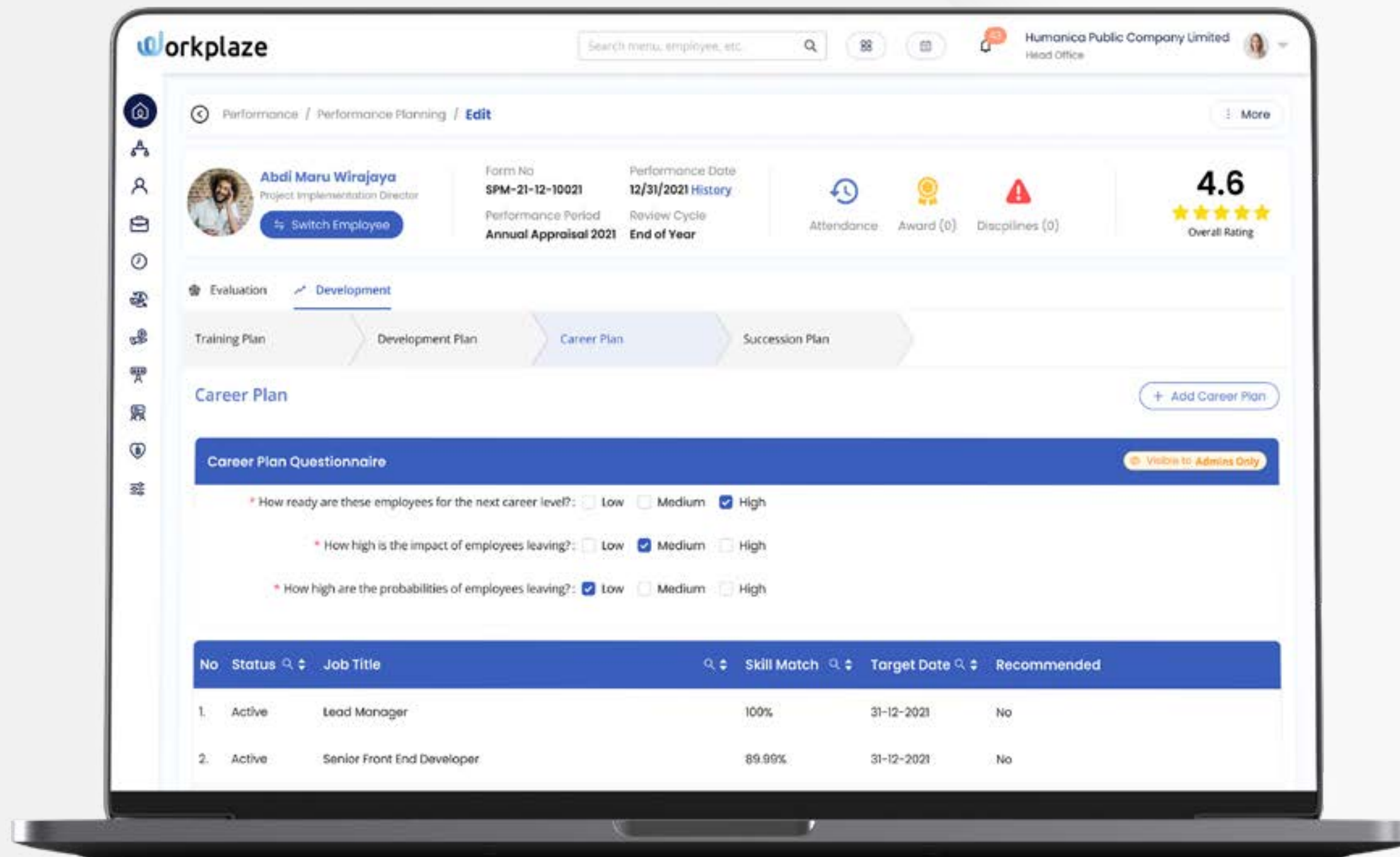
Moreover, companies can group employees in the 9 Box Talent Grid to view and collate their work performance and potential. Box grids can be customized to 6 or 12 box grids based on their requirements.

WORKFLOW

Workplaze simplifies the complex workflow management by supporting a broad variety of policies with minimal set up and while maintaining granular control of multi-step approval rules. Approvers can be defined using org chart, supervisory relationship, position or names, and can be backed up by alternates, escalation, rerouting, and conditional rules.

Reminders make sure all involved are alerted. New flexible workflow processes can be added by allowing requesters to determine their own approver, ensuring compliance to basic control processes with near zero configuration and then apply more rigid configurations by analyzing employee determined flows.

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INDIVIDUAL AND CAREER DEVELOPMENT

Once the performance evaluations are out, Workplaze's Talent Management solution seamlessly enforces follow up for training, development plans, career and succession plans to ensure both employees and the organisation receive maximum benefit from the process.
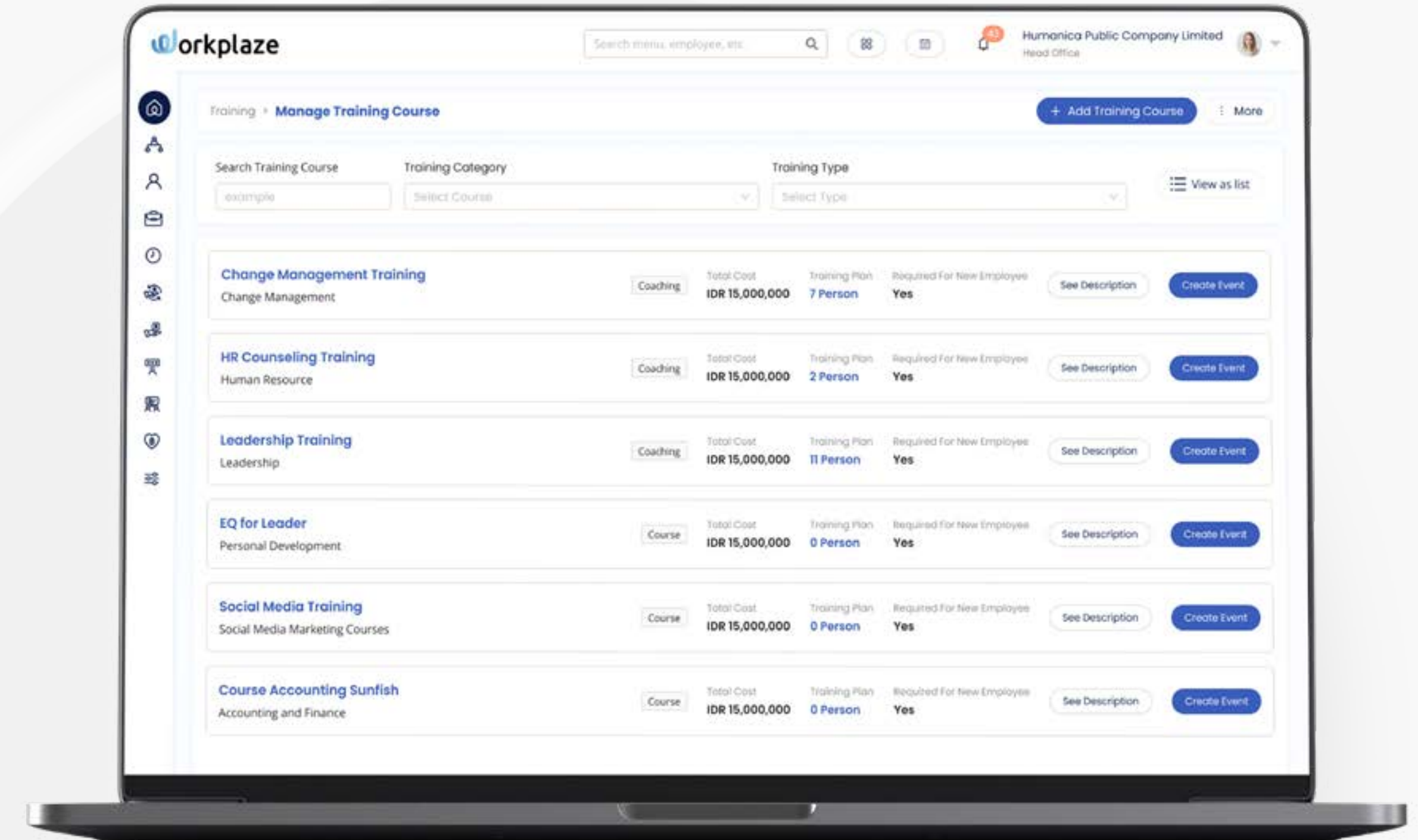
Individualized plans for employee development are compared to data from competency scoring and performance management identifying competency gaps between any current or planned position. Employees and supervisors also collaborate on their career goals which helps employees understand the skills and achievements necessary to advance or make lateral movements within the organization.
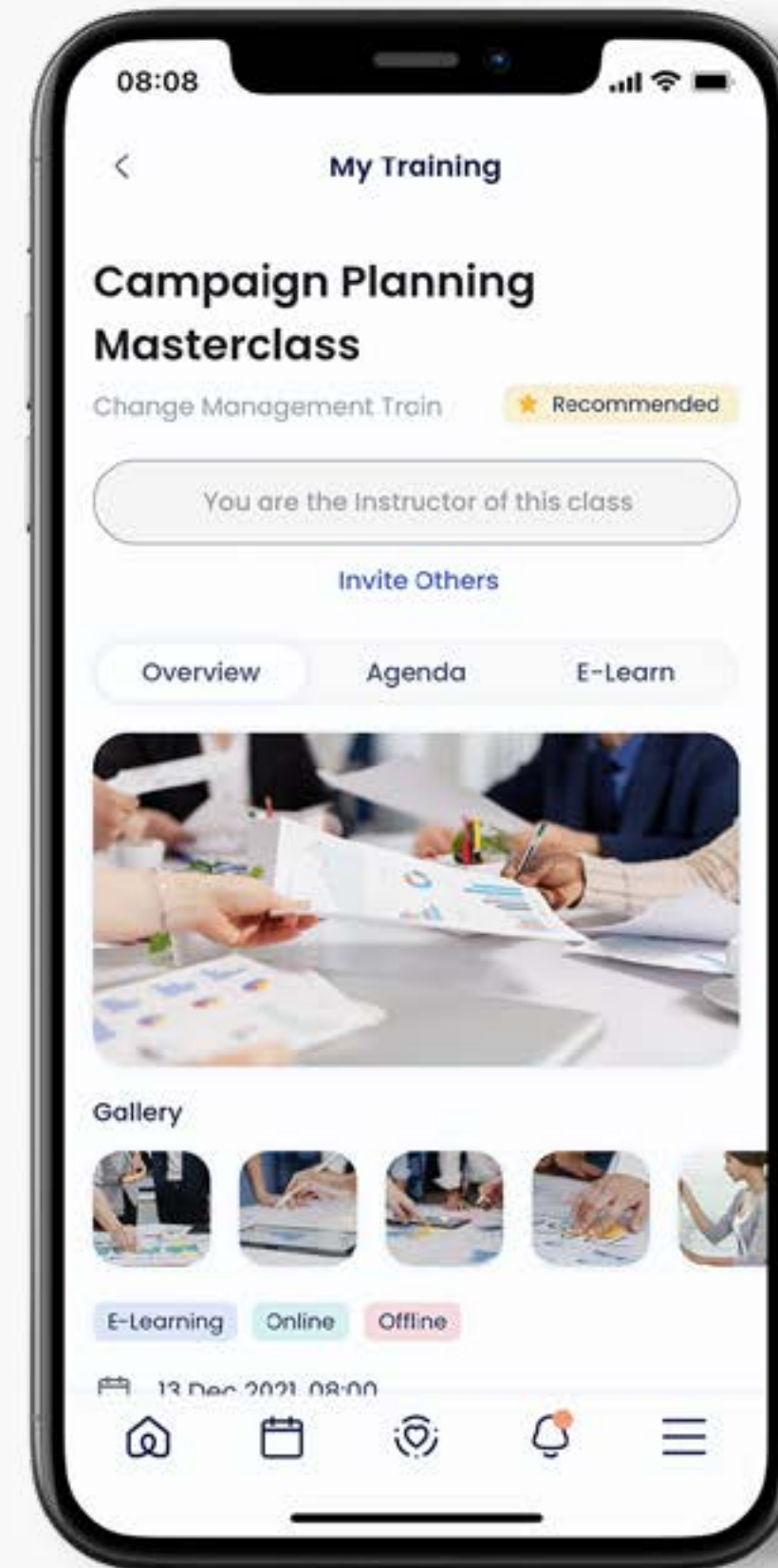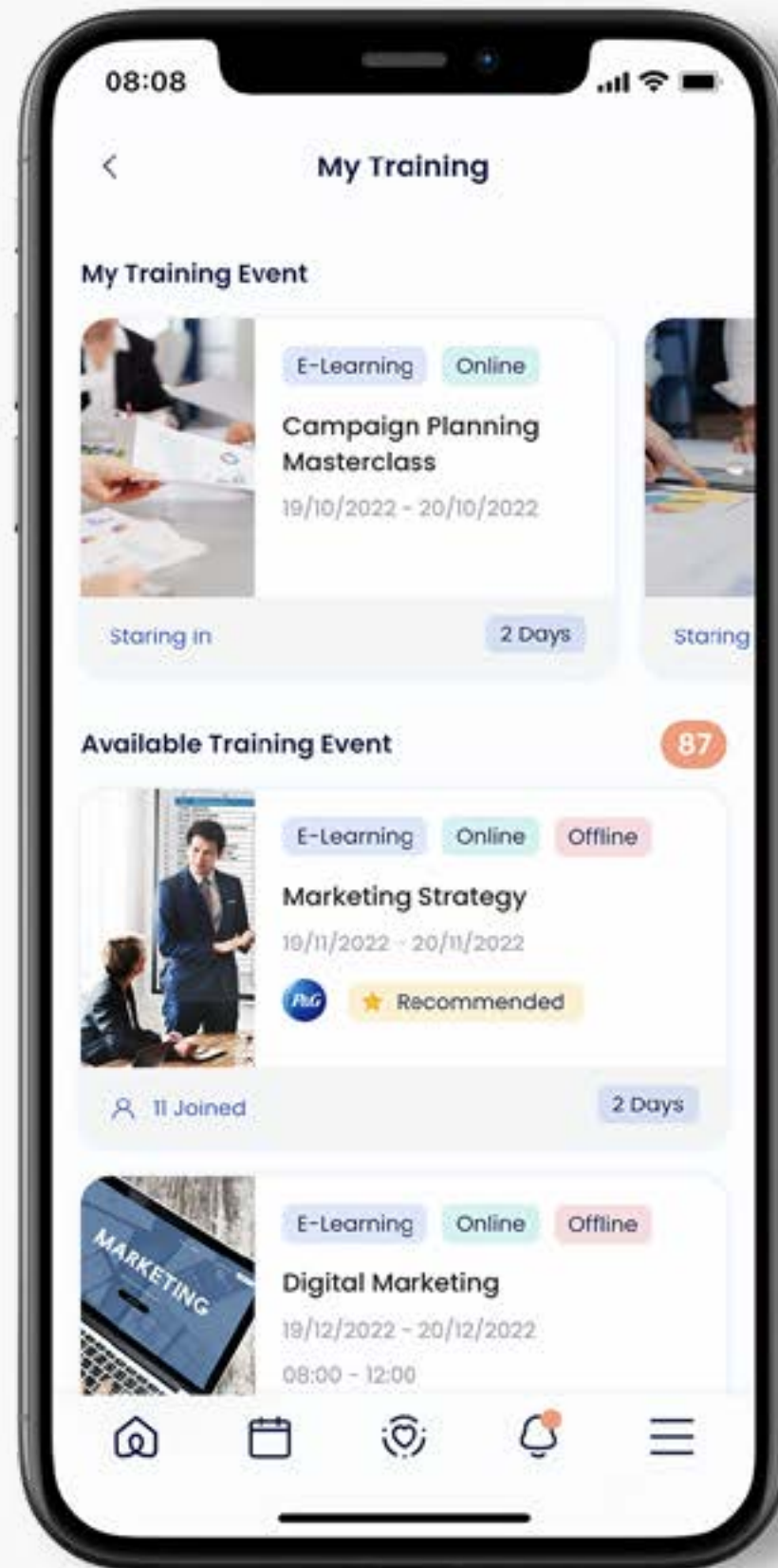
They then formulate the steps, development methods, target dates and follow ups to meet agreed upon career milestones.

TRAINING MANAGEMENT

Training is part of employee development and promotes a culture of continuous improvement throughout the organization based on changing goals, development targets, career transitions and achievement milestones.

The linking of courses to competencies permits the system to auto generate improvement or development recommendations throughout all talent management functions (training, career management, succession and IDP) and track the impact of training and learning. From training plans and approvals to participant registration, scheduling, and attendance tracking, Workplaze automates many administrative steps involved and provides self-services for requests, feedback collection and evaluations. Cost vs. impact comparisons allow conclusions towards a program's effectiveness and to focus on courses with positive impact.

eLEARNING

Workplaze eLearning improves access to and reduces the cost of training employees. Trainers can build and deploy eLearning structured content in HTML, PDF, Video or limited additional formats thus creating step by step learning structures for employees.

Support of secure, instructor led courses such as webinars or live video conferences can be included when implementing Workplaze Meet. Lessons can be linked to tests to verify that employees are able to absorb the material and that the content is effective.

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A PLAZE FOR YOU
TO **GROW**