



# HR Staff System

## A Complete HR Package In One System

### FEATURES

### BENEFITS

#### Critical Date Reminders

Imports key dates to your outlook calendar with alerts, so you do not miss critical dates.  
E.g. Probationary dates, Birthdays, Performance Coaching Discussions, Training, Review of counseling sessions.

#### User Instructions

Colour coded instructions for Managers and Staff.  
Provides easy step by step instructions on what to do with the process.

#### Flow Charts

Colour coded flow charts so Managers, Administration staff and employees understand their responsibilities with the process.

#### Staff File Management Database

All Staff HR details in one central location including notes on activities, staff record sheet. Can print all critical information on a staff member.

#### Records File Management Database

Scan and Link HR Documents to employee details. The database will open any Microsoft office program as a live working document.

#### Fresh Ideas on staff performance

New Staff rating levels that will motivate staff through feedback and job performance.

#### Business Reports

Staff Compliance Reports to ensure legislative compliance is being met.

#### Training Reports

Staff training needs analysis and staff yearly planner to help motivate staff to ensure continuous staff learning and development.

#### Employment Contracts and Workplace Policies

Ensures the business operates risk free to ensure legislative compliance.  
Essential Workplace Policies including, EEO, Anti Discrimination, Harassment & Victimization, Workplace Bullying, Grievance Procedures, Confidentiality, Code of Conduct, E-Mail and Internet usage and Health and Safety.

#### Interview Guides

Easy to use, will help you ask the right questions to select to right people.  
Ask the necessary questions to identify the best candidate by recording information.

#### Software System

Multiple user License.  
Unlimited Employee capacity. A system to grow with your business at no additional costs.  
All data backed up on the server or one computer.