Signify Talent Management Solution
PRODUCT OPTIONS

REPORT		Graphical Insights & Report Builder			
RETAIN	Career & Succession planning			Rewards & Recognition	
DEVELOP	360° Employee Evaluations	Performance Management	Personal Development Plan (PDP)	eLearning	Training Scheduling
MANAGE	Onboarding & Offboarding * (In Development)	Update My own information	Salary Increase Management (Not Payroll)	Leave (Time Off)	Payroll (3rd Party)
ATTRACT	Job Profiling			Recruitment (3rd Party)	

EXTENDED CORE
Full People Management
Mentoring and Coaching
Electronic document signing

Recruitment Requisition
Chatbot Helpdesk

MOBILE APP

CORE
Basic People Management
Organisation Structure
User and Access Management

Job and Position Library
End-user access (ESS & MSS)
Basic Chatbot Helpdesk

Standard Reports
Custom Branding
Course & Qualification Libraries

The system is modular, allowing our clients to only select the products they require, and additional modules at any time in the future.
The **CORE** is always included.

Products indicated with (3rd Party) refers to products that we integrate with.   **This module is in development.*

PEOPLE MANAGEMENT FEATURES

The table below indicates the specific information that can be maintained as part of the **People Management** Product.

CATEGORY	SECTION / SCREEN	PART OF ...		PART OF SPECIFIC PRODUCT ONLY
		CORE	EXTENDED CORE	
PROFILE	Personal Information	✓	✓	
	Contact Details	✓	✓	
	Address	✓	✓	
	Dietary Requirements	✓	✓	
	Documents	✓	✓	
	Auto Document Creation		✓	
	Permits		✓	
	Assets		✓	
	Vehicles		✓	
	Next of Kin		✓	
	Criminal Record		✓	
	Licences		✓	
	Medical History		✓	
	Employee Funding		✓	
	Custom Fields		✓	
	Notification Detail		✓	
	Leave (Time Off)			Part of **Leave**
APPOINTMENT	Appointment History at Current Company	✓	✓	
	Reporting Lines	✓	✓	
	Employment History at Previous Companies		✓	
DEVELOPMENT	Learning Records (Training/Qualification History)	✓	✓	
	Strengths and Weaknesses	✓	✓	
	Notes	✓	✓	
	Professional Memberships		✓	
	Online Assessment Results			Part of **eLearning**
	PDP			Part of **Personal Development Plan (PDP)**
	Talent Assessment			Part of **Career & Succession Planning**
PERFORMANCE MANAGEMENT	Performance Management			Part of **Performance Management**
LABOUR RELATIONS	Disciplinary Standard	✓	✓	
	Disciplinary Advanced, Disputes, Grievances		✓	
	Complaints		✓	
	OHS Representation		✓	

PRODUCT OVERVIEW

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CORE

The CORE product serves as the foundation of the Signify Talent Management Solution, providing organisations with essential features for effective talent management.

It encompasses various functionalities, including the management of the organisational structure, basic people management, user and permission management, and a job and position library.

Accessible to all users, the CORE product also offers basic helpdesk functionality, allowing users to request general support from HR. Moreover, it offers a wide range of standard reports for data analysis and decision-making.

With its user-friendly interface and robust capabilities, the CORE product acts as the backbone of the Signify Talent Management Solution, enabling organizations to streamline talent management processes and drive overall organizational success.
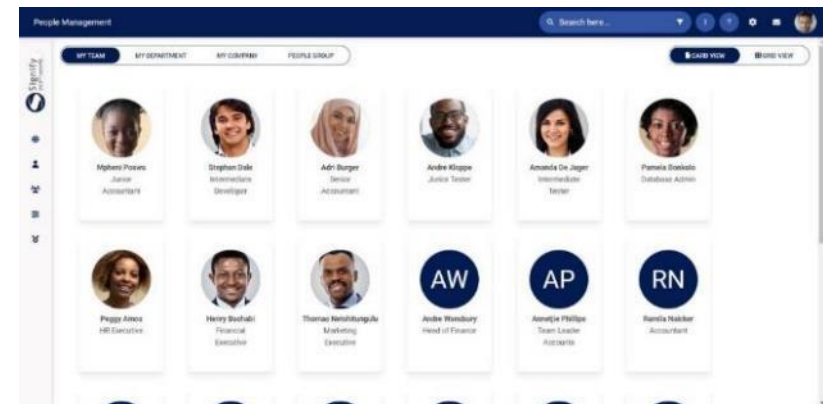
EXTENDED CORE

The EXTENDED CORE product expands upon the foundation of the Signify Talent Management Solution, offering organisations additional features to enhance their talent management capabilities.

Mentoring and coaching features **foster employee growth and engagement.** The recruitment requisition feature enables managers to start the recruitment process, after which the recruitment request is sent to a 3rd party recruitment system.

The inclusion of a chatbot helpdesk **improves user support and enhances HR service delivery.**

The EXTENDED CORE product equips organisations with **comprehensive tools to optimise talent management**, drive efficiency, and support the growth and development of their workforce.
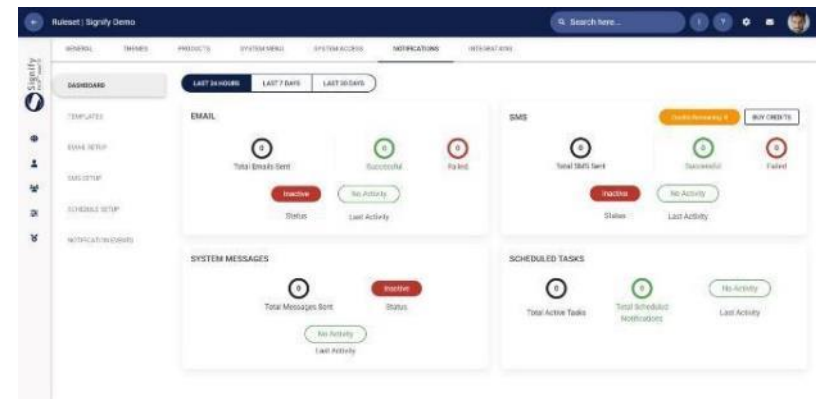
Job Profiling

The Signify Job Profiler streamlines the process of maintaining and analysing detailed job information.

It provides **standardised templates, custom competency frameworks, and a user-friendly interface** for defining job requirements, responsibilities, qualifications, and training matrices.

The product **enables competency mapping and gap analysis,** aligning job profiles with strategic goals. Through integration with other Signify products, organisations can **optimize recruitment, career and succession planning, and training programs**, while fostering a culture of continuous learning and development.

The Job Profiler contributes to **maximising workforce potential**, enhances talent acquisition, and drives organisational success.

Recruitment Integration

The Signify Talent Management Solution seamlessly integrates with specific third-party recruitment systems, providing a significant boost to the overall recruitment process for organisations.

Starting within the Signify system, managers can initiate the recruitment process through the Recruitment Requisition process.
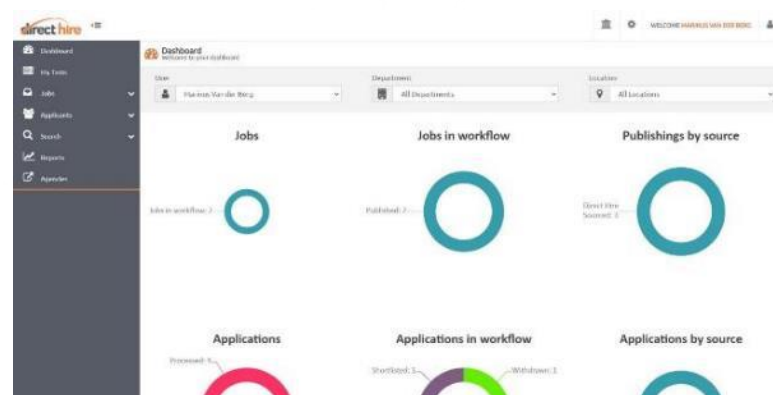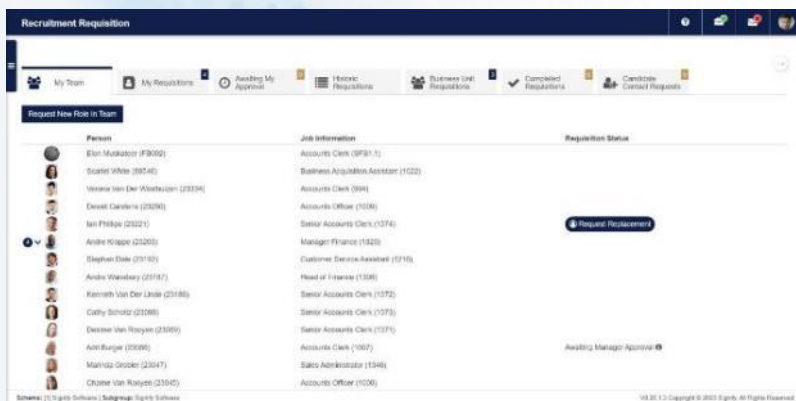
This feature **enables managers to request the creation and filing of specific positions**, as well as the replacement of existing employees.

By integrating with external recruitment tools or platforms, organisations can **harness the strengths of these tools while capitalising on the comprehensive talent management feature** provided by Signify. This integration empowers organisations to optimise their recruitment efforts, streamline workflows, and effectively manage their talent management acquisition process.

Update my own information

Signify's Talent Management Solution enables individual employees to take ownership of their own data and keep it up to date.

This self-service functionality allows employees to **maintain accurate and current information**, starting from personal and biographical details to contact information, qualifications, work experience, and more.

With configurable field settings, organisations have **full control** over which fields employees can view or update, **ensuring data integrity while still providing employees the flexibility** to manage their own information.

By shifting the responsibility of certain data maintenance to individual employees, organisations can **improve data accuracy, reduce administrative burden, and foster a culture of data ownership and accountability.**
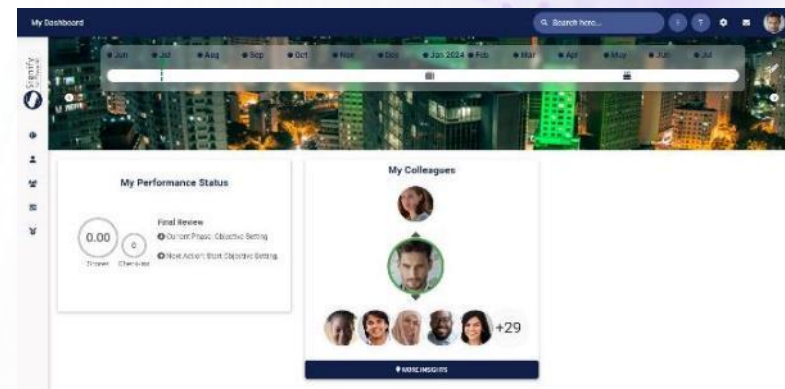
Salary Increase Management

Utilise the Salary Increase Management product for effective management of annual salary increases.

Provide managers with **employee salary and market line values**, alongside a **departmental budget** for salary increases. Integration with the **Performance Management product** suggests performance increases, market adjustments, and bonuses per employee, empowering managers to make informed decisions and streamline the annual performance increase process.

Leave

The Signify Leave product efficiently manages employee leave with request, approval, and tracking features.

It maintains **balances, provides leave calendars, and supports customised leave policies.**

Employees can view balances, submit requests, track history, and approve requests through a self-service portal and mobile application.

The product offers **comprehensive reporting and compliance features.** With **streamlined processes** and transparency, Signify Leave simplifies leave management for employees and managers.

Payroll Integration

The integration capability of the Signify system allows for seamless synchronisation of people data with third-party payroll systems.

This **integration ensures** that key employee information such as personal details, employment status, and organisational hierarchy remains **consistent and up to date across both platforms.**

By **eliminating manual data entry** and providing real-time or scheduled data exchange, organisations can streamline their HR and payroll processes, reduce administrative burdens, and improve data accuracy.

The integration between Signify and third-party payroll systems ensure a **seamless flow of information between HR and payroll functions.**

Performance Management

The Signify Performance Management product streamlines and enhances performance evaluations.

It **enables** goal setting, progress tracking, and reviews, aligning individual objectives with organisational goals.

Ongoing feedback and coaching facilitate meaningful performance discussions. Customisable criteria, ratings, and analytics support evaluation processes.
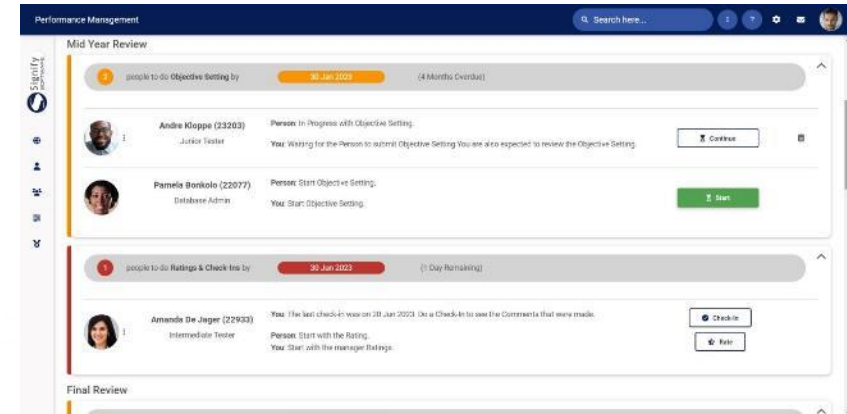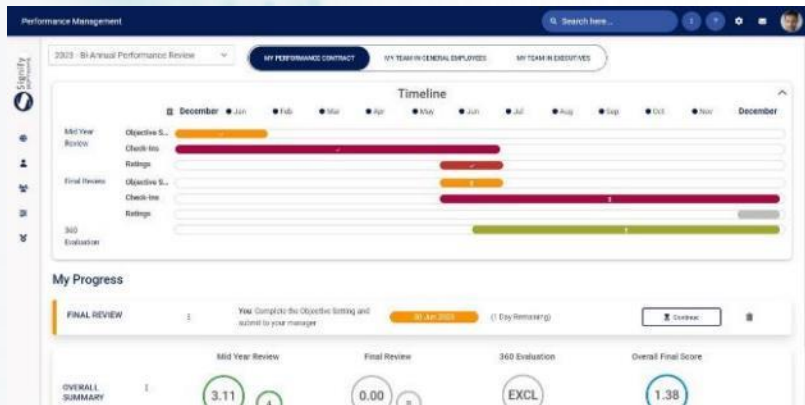
Automated reminders and visual timelines **ensure timely completion** of different phases of the performance review processes.

The **user-friendly interface empowers** organisations to drive performance, engages employees, and foster a culture of growth.

Personal Development Plan
(PDP)

The Personal Development Plan (PDP) product within Signify empowers employees to create and manage their professional training plans effectively.

It **encompasses** company-specific, job-related, performance gap, and personal growth training.

The product **facilitates ongoing tracking and progress updates**, enabling employees to **reflect on their training achievements** and make necessary adjustments.

It provides access to learning resources, training programs, and serves as a valuable source of information for creating the annual workplace skills plan for the organisation.

With PDP, employees can **take ownership of their growth**, align their aspirations with organisational objectives, and foster a culture of continuous learning and improvement.
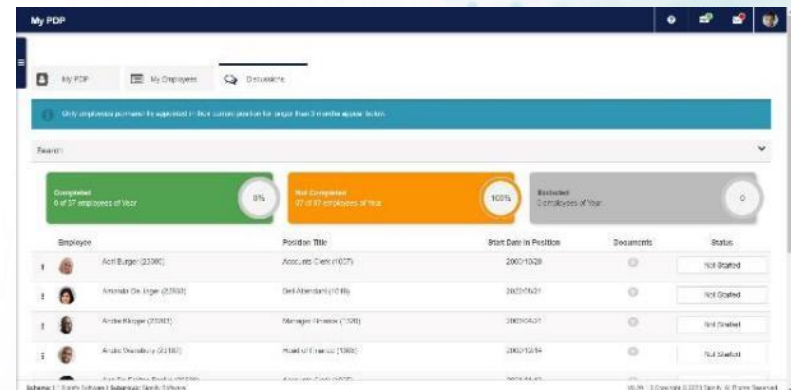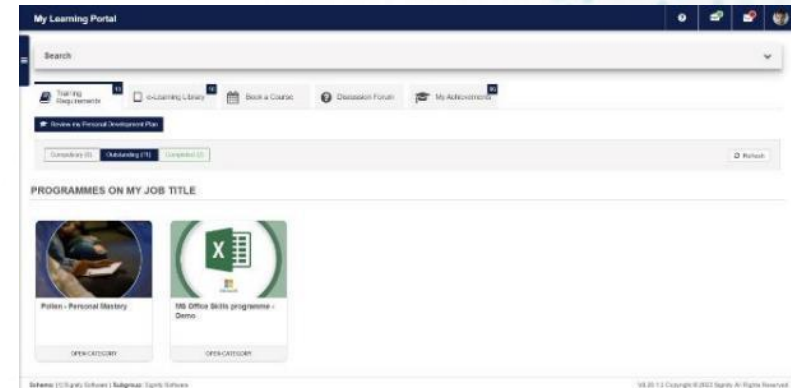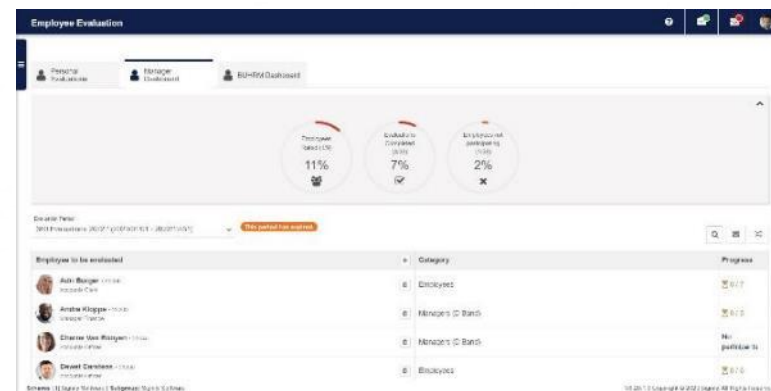
360⁰ Employee Evaluations

The Signify 360⁰ Employee Evaluation product enables comprehensive multi-rater assessments, gathering feedback from supervisors, peers, subordinates, and self.

It supports customisable evaluation criteria and rating scales for alignment with organisational needs.

The product provides detailed reports, analytics, and performance summaries to support talent development and decision-making.

With its user-friendly interface and robust features, the Signify 360⁰ Employee Evaluation product enhances performance management, fostering a culture of continuous improvement and employee development.

eLearning

Signify's eLearning product is a versatile platform that enables organisations to deliver structured online learning in line with the organisation's skills development strategy.

It offers a personalised range of digital courses, training materials, and resources accessible to learners anywhere, anytime.

With support for various learning formats like videos, quizzes, assessments, and interactive modules (such as SCORM, xAPI, HTML), employees can learn at their own pace and earn certifications and badges.

It also facilitates general compliance training and promotes continuous learning, knowledge retention, and professional development.

The eLearning module empowers organisations to cultivate a culture of lifelong learning and skill enhancement.
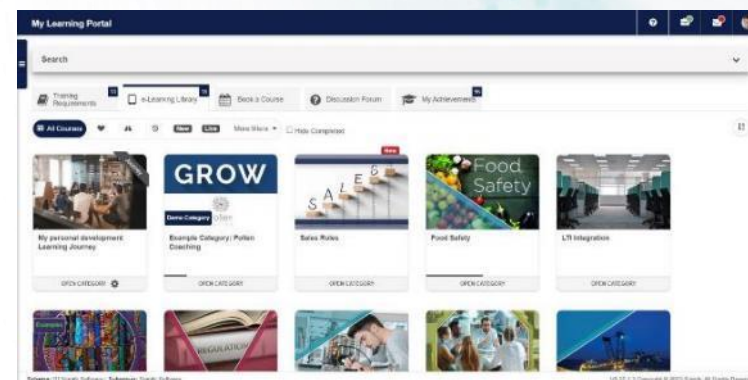
Training Scheduling

The Training Scheduling product in Signify simplifies the planning and management of training sessions.

It allows administrators to create calendars, schedule sessions, and assign participants effortlessly.
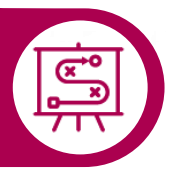
Employees can also request training bookings, subject to approval workflows. The product includes automated notifications, attendee tracking, and resource management for smooth training coordination.

Administrators can set prerequisites, track attendance, and collect feedback to evaluate training effectiveness. The product optimizes training logistics, can incorporated as part of a blended learning approach, and enhances overall training program efficiency.

With Signfiy's Training Scheduling product, organisations can streamline their training processes and deliver impactful learning experiences.

Career & Succession Planning

The Career and Succession Planning product in Signify provides organisations with a robust tool to strategically manage their talent pipeline and plan for future leadership needs.

It incorporates features such as the 9-box Talent Matrix, which helps assess and classify employees based on performance and potential.

This matrix aids in identifying high-potential individuals and creating development plans accordingly.

The product also includes risk profile and succession planning functionalities, allowing organisations to identify critical roles, assess succession readiness, and create succession plans to mitigate talent gaps.

With the Career and Succession Planning product, organisations can proactively nurture talent, enhance leadership development, and ensure a smooth transition of key positions.
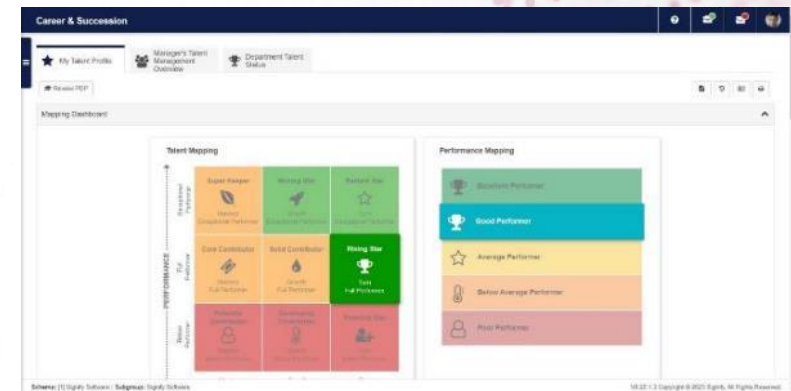
Rewards & Recognition

The Rewards and Recognition product in Signify empowers organisations to acknowledge and incentivize employee achievements.

It offers a comprehensive system where employees can earn badges and points for their accomplishments, initially though the learning module and later extended to other functions such as performance management.

The product enables the generation of reports that identify employees and their accumulated points, facilitating effective reward allocation.

With the Rewards and Recognition product, organizations can foster a culture of appreciate, motivations, and engagement, recognizing and rewarding employees for their contributions and driving a positive and high-performance work environment.
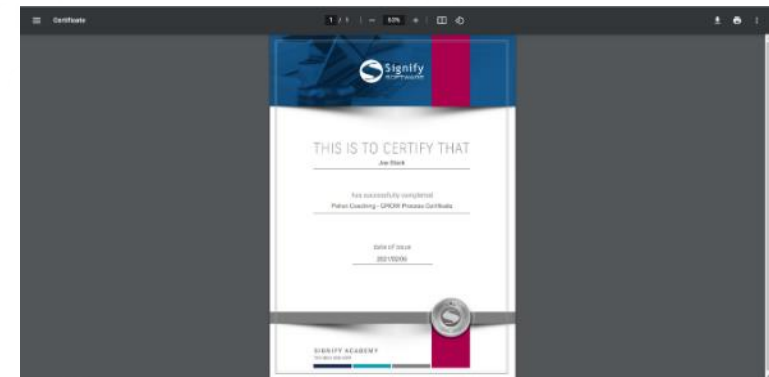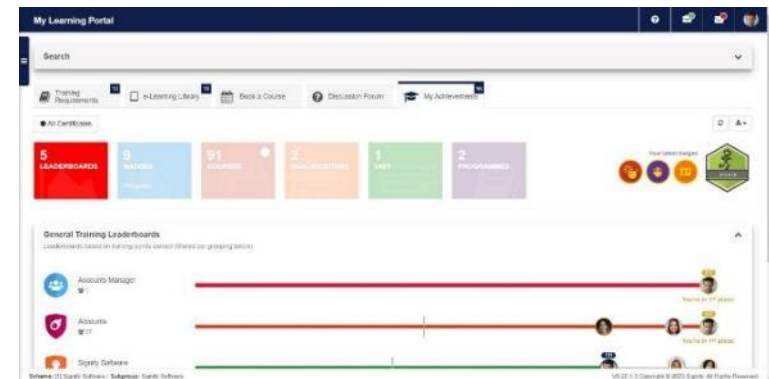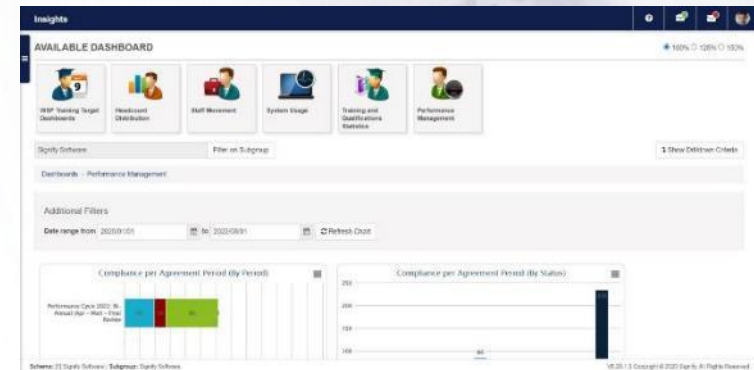
Graphical Insights & Report Builder

The Graphical Insights & Report Builder product in Signify empowers users to gain valuable insights from their data.

It offers the flexibility to create customised reports using the data warehouse.

Users can design reports tailored to their specific needs, enabling them to analyse trends, track key metrics, and make data-driven decisions.

Additionally, the product provides the option to view data in a graphical format, facilitating visual representation and understanding of complex information.

With the Graphical Insights and Report Builder product, users can unlock the power of their data, uncover meaningful patterns, and drive informed actions for improved performance and success.